



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS COMMAND  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:  
5000  
G-8

FEB 01 2018

MARINE CORPS INSTALLATIONS COMMAND POLICY LETTER 3-18

From: Commander, Marine Corps Installations Command (MCICOM)  
To: Distribution List

Subj: GUIDANCE FOR CONFERENCE REQUEST AND APPROVAL

Ref: (a) Director, Marine Corps Staff ltr dtd 20 November 2017  
(b) SECNAV ALNAV 011/17 R171318Z Mar 17  
(c) DoD Conference Guidance, Version 4.0, 26 June 2016

Encl: (1) Instructions for Requesting Approval to Host a Conference  
(2) Instructions to Request Attendance at a Non-DoD Hosted Conference  
(2014-05-15)  
(3) Required Reporting Templates

1. Situation. Reference (a) was issued by Director, Marine Corps Staff (DMCS) modifying authority to approve conference hosting and attendance requests. Reference (b) authorized DMCS to modify conference approval authorities.

2. Cancellation. MCICOM Policy Letter 3-14.

3. Mission. Update policy for gaining approval to host and participate in conferences in accordance with reference (a).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Commanders and staff will ensure the prudent execution of resources for conferences sponsored by Marine Corps Installations Command (MCICOM) organizations and/or attended by MCICOM personnel. In times of austere funding and despite the recent change to the approval policy, commanders and headquarters (HQ) staff leadership need to closely monitor participation in all conferences. Look for alternate means of attendance whenever possible. Limit the number of attendees whenever possible. Heavily scrutinize conferences focused on a single issue or located in exotic locations. Look instead to use video teleconference or other communication means and host events on military bases whenever possible. I expect commanders to build a solid record of how you are economizing on conference attendance in order to support future attendance requests and to show we are in compliance with the spirit of resource conservation and sound, effective use of the tax payers' contributions. Conferences are necessary and contribute to mission accomplishment. It is not the intent of these requirements to negatively impact operations critical to the day-to-day execution of our national security mission, but rather to provide command oversight to ensure we are operating responsibly and within our authorities.

(2) Concept of Operations. Reference (a) has established DMCS conference approval authorities within three tiers:

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(a) Tier 1 (conference cost over \$500,000). Conferences costing over \$500,000 will continue to be routed to Administrative and Resources Division (AR Div), Counsel for the Commandant (CL), and DMCS for review and approval prior to forwarding to the Secretary of the Navy (SECNAV), as the Tier 1 approval authority.

(b) Tier 2 (conference cost between \$100,000 and \$500,000). Conference hosting and attendance requests, including conference exemption determinations above \$100,000 will be sequentially routed via DON Tracker to the AR Div, CL, and DMCS for approval. Tier 2 approval authority in the Marine Corps is limited to the following officials:

1. Commandant of the Marine Corps.
2. Assistant Commandant of the Marine Corps.
3. DMCS.

(c) Tier 3 (conference cost less than \$100,000). Per reference (a) conference hosting and attendance requests costing \$100,000 or less, the following officials are authorized to approve as Tier 3 officials:

1. The Deputy Commandants.
2. All Lieutenant Generals and Major Generals in Command.
3. Commanding General, Marine Corps Systems Command.
4. Commanding Generals, Marine Corps Installations East, West, and Pacific.
5. Director, Command, Control, Communications, and Computers.
6. Director, Intelligence.
7. Legislative Assistant to the Commandant.
8. Inspector General of the Marine Corps.

(d) Per reference (a) Tier 3 officials are authorized to delegate approval authority for conference hosting and attendance requests costing \$50,000 or less to subordinate General Officers and members of the Senior Executive Service.

(e) Regardless of cost, conference hosting and approval requests from MCICOM HQ, Marine Corps Installations National Capital Region (MCINCR), Marine Barracks Washington (MBW), and the Marine Corps Installations Command regions (if necessary) will be routed from the requestor to MCICOM Staff Secretary via the MCICOM G-8 for processing either for approval by the Commander, the Executive Director or for further submission to DMCS for approval.

(3) Tasks

(a) Executive Director, MCICOM. Is delegated authority to approve conference hosting and attendance events costing \$50,000 or less. Review and approve conference hosting and attendance requests from personnel associated with MCICOM HQ, MBW, and MCINCR.

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(b) MCICOM HQ Directorate Principals, Commander MBW, Commander MCINCR. Using current conference hosting and attendance approval package format, route conference hosting and attendance requests costing \$50,000 or less to MCICOM Executive Director via the MCICOM G-8 for approval. For conference hosting and attendance requests costing between \$50,001 to \$100,000, using current conference hosting and attendance package format, route packages to COMMCICOM via the MCICOM G-8 for approval. For conference hosting and attendance requests costing more than \$100,000, using the current conference approval package format, being mindful of timeline to submit conference approval packages, route to DMCS or SECNAV, as applicable via COMMCICOM for review and approval.

(c) Commanding Generals, Marine Corps Installations East, West, and Pacific. Develop internal processes with effective internal controls promoting prudent use of resources supporting conference hosting and attendance. Approve conference hosting and attendance for conference events costing \$100,000 or less. For conference hosting and attendance events that cost more than \$100,000, using current conference hosting and attendance format generate and route conference approval packages to DMCS or SECNAV as applicable via COMMCICOM following processes and procedures currently in place. All conference requests will be endorsed by the first General Officer in the chain of command prior to being routed to the Executive Director or COMMCICOM, for approval.

b. Coordinating Instructions

(1) Conference Requests. For Tier 1 and 2 submissions, timeliness of submitting a conference request is critical for approval. Tier 1 and 2 requests are endorsed by COMMCICOM, forwarded to AR Div, CL and DMCS via DON Tracker for review. Therefore, Tier 1 and 2 requests should be submitted to MCICOM HQ at least six weeks prior to the registration of or the start date of the conference, whichever is earlier. Requests submitted inside this window may not be reviewed and approved prior to the conference and these late requests may be denied due to insufficient processing time.

(a) General. When it is determined only a conference will suffice to accomplish official business, leaders at all levels must ensure that conferences comply with law, regulation, and policy. Refer to reference (c) to see the definition of a conference and which expense items must be identified in your total cost, as well as, the exemptions which may apply to the event you are considering to host or attend. Once an event has been identified as a conference, the appropriate stakeholder, or command requesting attendance will use enclosure (2) to build, and route a conference request through the appropriate chain of command.

(b) Attendance/Hosting. Complying with the current process, it is the responsibility of the individual stakeholders or respective commander hosting a conference to prepare and route the conference package in a timely manner. Once submitted, the packages will be approved by either the COMMCICOM, MCICOM Executive Director, or DMCS respectively. Enclosures (1), (2), and (3) must be completed by the command or directorate requesting approval for hosting a conference.

1. Non-DoD conference attendance is generally approved when USMC personnel are in an active role (speaker, panelist, etc.), earning continuing education credits for work-related credentialing certifications, receiving an award, or can attend at no cost to the government (i.e., costs are 100% gifted). MCICOM personnel may be approved to attend if compelling

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justification is provided. Accordingly, a separate bullet should be added to the command endorsement in order to make this information clear to subsequent approving officials.

2. Training exemption. Reference (c) provides an exemption from conference approval for formal classroom training. Formal classroom training is a standardized, recurring type of training, not presentations provided at a gathering. An event is not categorized based on why an attendee is going to it, but the forum in which it is being offered.

(2) Conference Alternatives. Prior to submitting a conference request for hosting or attending, it must be confirmed that attendance is mission critical, cost effective and alternative means of delivering the relevant information have been considered.

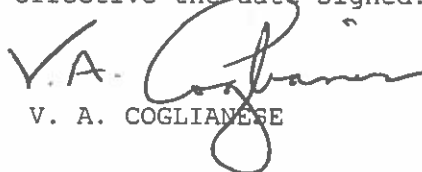
(3) Reporting Requirements. Approval authorities will report their conference costs to DMCS on a quarterly basis in accordance with references (a) and (b). Additional details regarding the level of detail required to report will be provided via separate correspondence.

5. Administration and Logistics. Questions concerning this policy should be addressed to MCICOM G-8.

6. Command and Signal

a. Command. This policy is applicable to all military, civil service and non-appropriated funded personnel within MCICOM HQ, and its subordinate commands.

b. Signal. This policy is effective the date signed.

  
V. A. COGLIANESE

DISTRIBUTION: C

Copy to:  
DC, I&L

**INSTRUCTIONS FOR REQUESTING APPROVAL TO HOST A CONFERENCE**

1. **Purpose:** Provide specific guidance and ensure conference requests are standardized, submitted, and approved in accordance with DSD Conference Guidance memo of 23 Sep 2015.

2. **Background:** Marine Corps commands must exercise strict fiscal responsibility for planning and conducting Marine Corps sponsored conferences. When it is determined that only a conference will suffice to accomplish official business, Marine Corps leaders must ensure that all conferences comply with law, regulation, and policy. The goal is to reduce total costs and eliminate waste in conference planning and execution.

3. **Conference Request:** Conference requests will be submitted by standard naval letter through the chain of command to the appropriate approval authority described in reference (a). Commands are required to use the conference request template provided in this document. Conference request guidance can be found on the MCICOM Conference Workspace SharePoint Portal (<https://il.usmc.mil/MCICOM/G8/REA/Conference%20Requests/Forms/AllItems.aspx>). To access the website, users must have an MCW portal account. MCW portal accounts may be requested by emailing [LSR@usmc.mil](mailto:LSR@usmc.mil). ***Tier 1 and 2 requests to host a conference should be submitted to MCICOM a minimum of 6 weeks prior to the initial obligation of funds*** (eg airfare, hotel reservations, facility space, etc.) All USMC hosted conferences require Counsel review. Commands shall also seek review from their local Counsel.

4. **Calculating Total Conference Costs:** All costs required by the DSD Conference Guidance memo are must be included in conference request enclosure (3). Manpower costs associated with planning and hosting the conference are requested in the OSD CAPE Tool for non-conference related purposes, but must not be included in the total cost of the conference. Additionally, in all cases, individuals using the Cost Tool shall input "N/A" in Box 8, Total Event Cost Recovery, and use one unit with a unit value of \$0.00. After completing all the required information, click on "Save & Display Results." Include this document as enclosure (2) in your conference request package. Total costs will include but are not limited to: travel, per diem, local transit (rental car, taxi, shuttle), manpower to plan and host the conference, room rental, audiovisual, speaker/honorarium fees, contractor support, printing, and information technology. The Marine Corps does not authorize activities to charge a conference fee in order to offset the cost of holding a conference or to reimburse the appropriation from which the conference is funded. Marine Corps activities that sponsor a conference are responsible to fund all costs from its unit operating budget and TAD costs are the responsibility of the attendee's organization. As a general rule, appropriated funds are not authorized to purchase food and beverages. Conference cost will include the cost of all DoD attendees that will be funded by their parent service.

5. **After Action Reporting:** OSD DCMO established a requirement to report hosted or attended conferences which exceed \$20K DON-wide. An 'estimated actual' conference cost will be calculated based on the estimated cost per person planning factor developed from the conference request multiplied by the actual number of attendees.

6. **Audit:** Commands shall maintain three years of historical conference approval documentation in anticipation of an Auditor General of the Navy audit.

CONFERENCE REQUEST TEMPLATE

Command Letter Head

From: (Requestor)  
To: Director, Marine Corps Staff  
Via: (1) Administration and Resources Management  
(2) Counsel for the Commandant  
  
Subj: CONFERENCE APPROVAL REQUEST FOR (NAME OF CONFERENCE)  
  
Ref: (a) DSD Memorandum, Updated DoD Conference Guidance of  
23 Sep 2015  
(b) ALNAV 011-17 dtd 27 Jun 2016  
(c) DMCS letter dated 20 Nov 2017  
(d) JER  
(e) JTR/JFTR

Encl: (1) Conference Agenda  
(2) Event hosting cost estimate (*from OSD website*)  
(3) Total Cost comparison (*will include three potential locations if more than 30 attendees in TAD status*)  
(4) Transportation Analysis (*if rental cars are requested*)

1. In accordance with the references, the subject conference approval is submitted for approval. The following conference information is provided:

- a. Conference Sponsor: (*USMC organization/command*).
- b. Conference Dates: (*do not include travel days*).
- c. Frequency of Conference: (*quarterly, annually, etc., last dates held*).
- d. Estimated number of attendees: (*# of attendees in TAD status, # of local attendees, # non-USMC participants & identify organization*).
- e. Conference location: (*include both facility and city, state*).
- f. Total cost: (*should match total provided in enclosures (2) & (3); do not include manpower cost*).
- g. Conference point of contact: (*name of USMC POC and phone number*).

2. Purpose. Provide a statement of the conference's purpose, the mission requirements, and how the conference is suited to meet mission requirements. Explain the expected conference end-state.

3. "Execution of this event is mission critical." (*Sentence must appear exactly as written.*) Additionally, provide explanation why

ENCLOSURE ( 2 )

attendance is mission critical, citing any applicable references, statutes, and/or stating licensure or accreditation requirements. In general, an activity is mission critical if the commander determines that delaying or not performing it would result in the potential failure of the organization to accomplish its assigned missions, functions, and tasks (MFTs)).

4. Non-Federal Entity Support. If the conference is being held in conjunction with or in co-sponsorship with a non-federal entity, include an ethics review from command legal counsel and, if required, the associated co-sponsorship agreement.

5. Length/Frequency of Conference. Justify conference length and why it must be held at the prescribed frequency (e.g., semi-annual, quarterly, or annual).

6. Number of Attendees. Identify number of attendees by organization and physical location in enclosure (3). Show the number of attendees in TAD and local status (no TAD). Provide a justification detailing how the number of attendees is the minimum required to achieve conference mission.

7. Cost Analysis. Use OSD cost tool at: (<https://www.cape.osd.mil/costguidance/>). Attach a print out of results in enclosure (2). Provide total cost of the conference, excluding manpower costs, in enclosure(3). If there are more than 30 attendees in TAD status, include a cost comparison for three geographic sites in enclosure (3). Discuss other options considered (teleconferencing, video conferencing, or train-the-trainer) and why they were not acceptable. Include any cost savings strategies compared to previous conferences. Discuss efforts to reduce audio/visual equipment rental and support costs. Since DON/AA scrutinizes the use of rental cars, enclosure (4) must be included if they are part of the request.

8. Location. Military installations or Government-owned or leased space must receive first consideration. Explain all efforts to first secure military or Government space and why military or Government space is unavailable or unsuitable.

a. A minimum of three geographic sites should be considered for conferences with 30 or more attendees in a TAD status. (see enclosure (3)). Provide an analysis of the three sites to include any overriding operational reason why the conference must be held in the selected city.

b. Confirm that the conference sponsor considered: (1) availability of rooms at established government per diem rates; (2) travel distance for the majority of attendees; (3) Travel costs including local travel, ground transportation, use of rental cars; (4) consideration of lower, off-season hotel rates and their willingness to exempt taxes for lodging; (5) tax exempt status for conference location.

9. Lodging and Meals. As a general rule, appropriated funds are not authorized to purchase food and beverages. If meals are being provided at government expense in lieu of per diem provide the following:

a. A justification for using appropriated funds to purchase food and beverages, with local legal endorsement.

b. The cost of each meal being provided.

c. Whether meals are contracted separately.

d. Whether the appropriate proportional meal rate (PMR) has been used (for additional information on PMR, go to <http://www.defensetravel.dod.mil/site/fagpropmeal.cfm>).

e. Whether the cost of government-furnished meals plus the PMR exceeds the per diem rate for the location.

f. Whether each traveler will receive notice to ensure travelers correctly annotate their travel orders to not allow full per diem.

10. If spousal travel is required for the event, provide a detailed justification for the spousal travel, to include the purpose of travel, an agenda of spousal events, and an estimate of the total costs associated with the spousal travel.

11. Honorariums or Speaker Fees. State whether honorariums or speaker fees will be paid and costs per speaker. DoD guidance caps speaker fees at \$2,000 per speaker. Any exceptions must be approved by the next higher organizational echelon or command. Attach a copy of the approval.

12. Security Assessment. Provide threat and vulnerability assessments for the conference facility site and any specific security requirements for the conference facility.

By submitting this conference request, I hereby attest to the accuracy of the information in the request, including the necessity for the conference, the cost-benefit analysis, and the cost estimates.

I understand that:

- All conference related contracts must be signed by a warranted contracting officer or, when authorized a government purchase cardholder.
- A government employee will not commit the government to the use of any facility, sign any agreement or otherwise obligate the government for conference facilities or support before approval of the conference by the conference approval authority.
- Lodging and meals for local attendees is not authorized.

GO/SES Signature

ENCLOSURE ( 2 )



**Enclosure (1) Conference Agenda**

The agenda should list all planned speakers, programs, ceremonies and other activities. The agenda should provide planned or proposed locations for each event. If break-out sessions are planned, the agenda should explain the purpose and objectives of each session.

\*\*\* Unofficial functions, such as socials and ice-breakers paid by attendees out-of-pocket should not be included as part of the conference request. \*\*\*

Note: Additional events should not be considered if they result in the extension of conference attendees in TDY status or delay the attendees' return to their duty stations.

Enclosure (2) Event hosting cost estimate document from the OSD website tool. The OSD CAPE Conference Estimating Tool is accessible at: [https://www.cape.osd.mil/costguidance/CostOfHostingEvent/HostingEventWorksheet\\_PROD.asp](https://www.cape.osd.mil/costguidance/CostOfHostingEvent/HostingEventWorksheet_PROD.asp) Include both pages of the print out from the website.

This estimate may contain proprietary or competition sensitive information and is intended solely for the use of Department of Defense. Unauthorized disclosure may result in civil or criminal penalties. You should not disseminate, distribute or copy this report unless authorized by the source organization.

**Event Hosting Cost Estimate (6-FFFFDF9)**

1. Event Start Date: 1b. Duration (days): 1c. Event End Date					
2014-05-01	3 2014-06-04				
2. Event Title: Marine Corps XXX Transition Task Force (ITF)					
3. DoD Component Organization Name: 3b. Primary Organization Sponsoring the Event: USMC - United States Marine Corps DC Aviation, HQMC					
4. DoD Hosted Conference: DoD Hosted Conference					
5. Event Location: Country: State: City: UNITED STATES NORTH CAROLINA Jacksonville					
6. Did you follow guidelines in <a href="#">Executive Order 13589</a> to determine whether there are alternatives to attending the event, such as video teleconferencing (VTC), teleconferencing, local-area meetings, or other alternatives? Yes					
7. Did you follow guidelines in <a href="#">FedRooms</a> to evaluate and consider all of your lodging options for attending this event? Yes					
8. Total Event Activities Itemized Costs:					
Item	Units	Unit Value	Estimated Cost		
Facility Room Rental	0	\$NaN	\$ 0.00		
Audio Visual (AV) support	0	\$NaN	\$ 0.00		
Internet Connection		\$NaN	\$ 0.00		
Speaker Fee		\$NaN	\$ 0.00		
Total:			\$ 0.00		
9. Total Event DoD Manpower Costs:					
Activity	Description	Grade	Manpower	Qualifier	Estimated Cost
Event Execution	Event preparation	O-4	2	Days	\$1,313.98
Event Execution	Conference execution incl daily post review	GS-13	3	Days	\$1,175.93
Event Execution	Pre-conference book preparation	E-5	2	Hours	\$75.55
Total:					\$2,565.46
10. Cost of DoD Travel Expenses Incurred while Planning the Event:					
Trip Description	Units	Unit Value	Travel Cost		
None	0	\$ 0.00	\$ 0.00		
Total:			\$ 0.00		

Attendee	Units	Unit Value	Attendee Cost
Airfare	59	\$612.34	\$36,128.06
M&IE	59	\$203.49	\$12,005.91
Lodging	59	\$326.37	\$19,255.83
Rental Car	29	\$221.79	\$6,431.91
<b>Total:</b>			<b>\$73,821.71</b>

12 Total Event Cost Recovery:

Description	Units	Unit Value	Recovered Amount
None	0	\$ 00	\$ 00
<b>Total:</b>			<b>\$ 00</b>

13 Will this cost estimate data be required on a recurring basis?  
 Yes  
 10b Enter the frequency of this recurring Event Hosting estimate (i.e. biennial, annual, quarterly, etc.)  
 Annual

14 Please provide any additional comments:

Estimated Hosting Costs (excluding DoD Manpower): \$73,821  
 Estimated DoD Manpower Costs: \$2,565

Approved By:  
 Comment:

Actual cost of hosting this event to the Department of Defense (excluding DoD manpower) has not been provided.

**Enclosure (3) Total Cost calculation and comparison for three potential locations if more than 30 attendees in TAD status**

	MCAS New River, NC	MCAS Camp Pendleton, CA	New Orleans, LA
Local Attendee - No Orders	14	23	5
TAD Attendees	59	50	68
Conference Attendee Total	73	73	73
<b>Conference Costs</b>			
Travel	\$ 36,128	\$ 25,404	\$ 40,700
Meals and Incidental Expenses	\$ 12,006	\$ 15,975	\$ 22,365
Lodging	\$ 19,256	\$ 27,800	\$ 42,280
Rental Car	\$ 6,432	\$ 6,328	\$ 11,359
Event Hosting Cost (from OSD Tool) (Do not include Manpower costs)	\$ 0	\$ 3,300	\$ 2,000
<b>Total Cost</b>	<b>\$ 73,822</b>	<b>\$ 78,807</b>	<b>\$ 118,704</b>

Local Attendees		TAD Attendees	
MCAS New River	10	HQMC	19
MCAS Cherry Point	4	MARFORPAC	8
		MARFORCOM	8
		MCAS Beaufort	6
		MCAS Camp Pendleton	6
		MCAS Miramar	6
		MCAS Yuma	6
<b>Total</b>	<b>14</b>		<b>59</b>

**Option 1:** Officers Club at MCB Camp Pendleton, CA

Travel: Develop flight cost estimates from GSA city pair website for main departure locations

Meals and Incidentals: \$71/day

Lodging: \$133/day

Local Transit: develop estimate with rental cars, shuttles, gas, etc.

**Option 2:** Officers Club at MCB Camp Lejeune, NC

Travel: Develop flight cost estimates from GSA city pair website for main departure locations

Meals and Incidentals: \$46/day

Lodging: \$77/day

Local Transit: estimate with rental cars, shuttles, gas, etc.

**Option 3:** Marine Corps University at MCB Quantico, VA

Travel: Develop flight cost estimates from GSA city pair website for main departure locations

Meals and Incidentals: \$56/day

Lodging: \$88/day

Local Transit: estimate with rental cars, shuttles, gas, etc.

**Enclosure (4) Local Transportation Analysis for <Conference Title> 2017**

**Cost Rollup**

N/A	Rental Car Cost
N/A	Government Van Cost
N/A	Taxi-Only Cost
N/A	Leased Van Cost
\$100.00	Airport Shuttle Cost

**Rental Car Analysis**

Assumption 1: Rental cars are not authorized.

N/A	Cost for (40) Attendees POV mileage reimbursement
0	Cost for (40) Rental Cars and Associated Expenses
0	Total Cost For Rental Car Expenses

**Government Vehicle Use Analysis**

Assumption 1: N/A.

N/A	Airport to Meeting Location Cost (Both Ways/ All Attendees)
N/A	Cost Of Daily Round Trips
N/A	Cost of Round Trips Between Lodging & Meeting
N/A	Total Cost for Gov Van

**Taxi-Only Analysis**

Assumption 1: N/A

N/A	Airport to Meeting Location Cost (Both Ways/ All Attendees) Cost is for 40 personnel.
N/A	Lodging to Meeting Transportation Cost
N/A	Total Cost for Taxi Transport

**Passenger Van Leasing Analysis**

Finding 1: Not feasible due to staggered arrival times of attendees who are traveling from East Coast, West Coast, Hawaii, and Japan.

**Airport Shuttle Use Analysis**

Assumption 1: Cost for a roundtrip shuttle van from the Airport to hotel is approximately \$50 per attendee.

\$100.00	Airport to lodging Cost (Both Ways/ All Attendees). Cost is for 40 personnel.
N/A	Lodging to Meeting Transportation Cost
\$100.00	Total Cost for airport shuttle Transport

**COMMAND LETTERHEAD**  
**(TEMPLATE FOR ATTENDANCE AT NON-DOD HOSTED CONFERENCES)**

5050  
DD MMM YY

From: (Official Title of Submitting Command)  
To: Director, Marine Corps Staff  
Via: (1) Administrative and Resources Division  
(2) Counsel to the Commandant

Subj: REQUEST TO ATTEND (COMPLETE NAME OF CONFERENCE AND ASSOCIATED CONFERENCE DATES) [ALL CAPS][*Use title from conference website*]

Ref: (a) DSD Memorandum, Updated DoD Conference Guidance of 23 Sep 2015  
(b) ALNAV 011-17 dtd 27 Jun 2016  
(c) DMCS letter dated 20 Nov 2017  
(d) JTR/JFTR  
(e) DoD 5500.07-R, Joint Ethics Regulations

Encl: (1) Conference Brief Sheet - Attendance at Non-DoD Hosted Conference Only  
(2) Attendees by Name  
(3) Conference Agenda  
(4) Transportation Analysis (*required if requesting rental cars*)

1. In accordance with the references, this request to attend the subject conference is submitted for your endorsement. The following conference information is provided:

- a. Conference Host:
- b. Conference Dates: [Do not include travel days]
- c. Conference Location: [Include venue, city, state]
- d. Estimated Number of Attendees: [Total #, # TAD, # local]
- e. Total Cost: [From encl (1)]

2. Purpose. Provide a statement of the conference's purpose, and how the conference is suited to meet mission requirements. Explain the expected conference end-state.

3. "Attendance at this event is mission critical." (Sentence must appear exactly as written. Additionally, provide explanation why attendance is mission critical, citing any applicable

Enclosure (2)

Subj: REQUEST TO ATTEND (COMPLETE NAME OF CONFERENCE AND ASSOCIATED CONFERENCE DATES) [ALL CAPS][Use title from conference website]

references, statutes, and/or stating licensure or accreditation requirements. Specify if attendee(s) is/are presenting, a panel member, chair, award recipient, etc. List name of certification and why the CEUs cannot be obtained in another manner.)

4. "All cost reduction measures have been implemented."  
(Sentence must appear exactly as written. Cite all examples of cost reduction efforts, i.e. "Costs were reduced by having attendee drive POV (\$310 round-trip) versus flying from Point A to Point B (\$598), which would also require a rental car." State specifically if any or all costs will be offset by a gift of travel, grant, endowment, reimbursement by an outside agency or group, etc. Clearly state the final total cost to the DoD. If this is a recurring event, include total cost from previous year and demonstrate cost reductions, i.e. due to a decrease in numbers, venue change, etc., in keeping with direction to reduce costs by 30% from 2012-2013).

- If **\$3,000 per person** and/or **\$600 per person per day** are exceeded, include a detailed explanation of the costs
- If spouse travel and/or Invitational Travel Orders (ITOs) will be requested, discuss here with total number of spouses and total cost for ITOs.

5. "I certify that participation in this conference will significantly advance the Department of the Navy's mission, and that the associated expenses and activities comply with all applicable travel, conference, and acquisition regulations."  
(Sentence must appear exactly as written).

6. For any questions, please contact (Provide your command POC with phone number and email).

I. M. GENERAL

(GO Signature; if there is no GO at the local level, the first GO in the chain of command should sign an endorsement memo)





DEPARTMENT OF THE NAVY - "ATTENDANCE AT" CONFERENCE REQUEST

Non-DoD Hosted Conferences

1	Organization submitting request		
2	POC for attendance at this conference		
3	Name of Conference		
4	Dates of Conference		
5	Travel Dates for Attendees		
6	City and State		
7	Venue Name		
8	Conference Host/Sponsor (NFE or non-DoD agency only)		
9	Conference Website URL		
10	Agenda: Is there anything in the agenda that would create an unfavorable perception?		
11	Total # of Attendees from your organization		
12	# of local attendees		
13	# of attendees in TAD status		
14	# of attendees who will need to arrive early for conference setup		
15	Conference Fee Amount (per person)		
16	Are meals provided as part of the conference fee? Identify which meals		
17	# of attendees paying the conference fee		
18	Lodging rate for city & state		
19	Meals rate for city & state		
20	Incidentals rate for city & state		
21	Purpose of the Conference		
22	Describe the value to the organization and how it advances the DON mission		
23	What is the impact if this is disapproved?		
24	Describe the target DON audience for this conference/who the DON attendees represent		
25	<b>Costs</b>	<b>Amount</b>	<b>Notes</b>
A	Airfare		
B	Baggage Fee charges		
C	Car Rental		
D	Parking Costs (airport, hotel)		
E	Shuttle		
F	Trains		
G	Buses		
H	Mileage (local)		
I	Mileage (non-local)		
J	Lodging		
K	Lodging Tax		
L	Incidentals		
M	Visas		
N	Internet access		
O	Phone charges		
P	Meals		
Q	Registration Fees		
R	Materials (books, tools, etc.)		
S	Event fees		
T	Contractor fees		
U	Booth Space Rental		
V	Booth Shipping		
W	Advertisements		
X	Speaker Fees		
	<b>Grand Total</b>	<b>\$0.00</b>	