



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

IN REPLY REFER TO:  
5000  
CG  
20 JUN 2012

COMMANDING GENERAL'S POLICY LETTER 007-12

From: Commanding General  
To: All Commanders, Marine Corps Installations East-Marine Corps Base,  
Camp Lejeune and General, Special Staff Department Heads

Subj: REQUEST FOR CONFERENCE FUNDING APPROVAL

Ref: (a) ALNAV 072/11 of 7 Nov 11  
(b) MCO 7300.22A  
(c) COMMARFORCOM G-8 071740Z May 12

Encl: (1) Sample Request for Conference Approval with Cost Less  
Than or Equal to \$100K  
(2) Sample Request for Conference Approval with Cost  
between \$100K and \$500K  
(3) Sample Request for Conference Approval exceeding  
\$500K  
(4) Conference Request Template involving Non-Federal  
Entity  
(5) MCIEAST-MCB CAMLEJ Conference Request

1. Purpose. To establish policy and procedures for requesting conference funding approval within Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ).

2. Cancellation. CG's Policy Letter 002-12 of 5 Mar 12.

3. Information. Per references (a) and (c), the Secretary of the Navy (SecNav) has directed the following with regard to conference planning:

- a. reduce costs in operations;
- b. improve internal controls;
- c. reduce the use and frequency of conferences; and
- d. substitute technology for travel wherever practical to include, but not limited to, video teleconferencing.

4. Action

a. MCIEAST-MCB CAMLEJ Commanders and General, Special Staff Department Heads shall:

(1) Utilize enclosure (1) when requesting approval for conference funding costs less than or equal to \$100,000. The approval authority is the Commander, U.S. Marine Corps Forces Command (COMMARFORCOM), (Attn: AC/S G-8). The request shall go via the Commanding General (CG), MCIEAST-MCB CAMLEJ.

Subj: REQUEST FOR CONFERENCE FUNDING APPROVAL

(2) Utilize enclosure (2) when requesting approval for conference funding costs between \$100,000 and \$500,000. The approval authority is the Director, Marine Corps Staff. The request shall go via the CG MCIEAST-MCB CAMLEJ and COMMARFORCOM (G-8).

(3) Utilize enclosure (3) when requesting approval for conference funding that exceed \$500,000. The approval authority is the SecNav (AA). The request shall go via the CG MCIEAST-MCB CAMLEJ, COMMARFORCOM (G-8), and the Commandant of the Marine Corps (CMC) (I&L).

(4) Utilize enclosure (4) when requesting funds approval for conferences held in conjunction with or in co-sponsorship with a non-federal entity (NFE). The approval authority is the SecNav (AA). The request shall go via the CG MCIEAST-MCB CAMLEJ, COMMARFORCOM, and the CMC (I&L).

(5) Enclosure (5), MCIEAST-MCB CAMLEJ Conference Request Form will be provided as an enclosure when requesting approval for funds to host conferences. Additional justification must be provided in the request. Enclosure (5) will not be used when requesting conference funds held in conjunction with or in co-sponsorship with a NFE, per paragraph 4a(4) above.

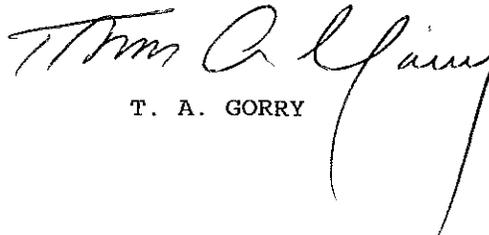
b. All requests will be forwarded to the Assistant Chief of Staff (AC/S), G-1 for staffing and concurrence.

c. The AC/S G-1 shall staff to the MCIEAST-MCB CAMLEJ Comptroller for concurrence, and to the MCIEAST-MCB CAMLEJ Staff Judge Advocate (SJA) for a legal counsel review, prior to submission to the CG for endorsement. The SJA may obtain additional review from the Eastern Area Counsel Office if appropriate.

d. All requests must be submitted not later than 120 days prior to the start date of the conference, in order to meet the COMMARFORCOM 90 day timeline requirement, per reference (c).

e. Effective 1 October 2012, conference funding costs requests will be forwarded to the Commander, Marine Corps Installations Command for consideration or endorsement.

5. Point of contact is the AC/S G-1 at DSN 751-2203 or commercial 910-451-2203.



T. A. GORRY

Copy to:  
COMMARFORCOM G-8  
COMMCICOM  
SJA  
COMP  
EACO  
RCO

SAMPLE REQUEST FOR CONFERENCE APPROVAL WITH COST LESS THAN OR  
EQUAL TO \$100K



UNITED STATES MARINE CORPS

UNIT HEADING

IN REPLY REFER TO:  
5000  
Office Code  
Date

From: Commanding Officer or General/Special Staff Department Head  
To: Commander, U.S. Marine Corps Forces Command (G-8)  
Via: Commanding General, Marine Corps Installations East-Marine  
Corps Base, Camp Lejeune

Subj: REQUEST FOR CONFERENCE APPROVAL WITH COST LESS THAN OR EQUAL TO  
\$100K

Ref: (a) ALNAV 072/11 of 7 Nov 11  
(b) MCO 7300.22A

Encl: (1) MCIEAST Conference Request

1. Per references (a) and (b), the enclosure is forwarded recommending approval.

2. Additional Justification: Must include a statement that your request has been reviewed and concurred with by the AC/S G-1, Comptroller, SJA, and/or EACO.

3. Point of contact for this matter is:

I. M. AMARINE

Enclosure (1)

SAMPLE REQUEST FOR CONFERENCE APPROVAL WITH COST BETWEEN  
\$100K AND \$500K



UNITED STATES MARINE CORPS

UNIT HEADING

IN REPLY REFER TO:

5000

Office Code

Date

From: Commanding Officer or General/Special Staff Department Head  
To: Director, Marine Corps Staff  
Via: (1) Commanding General, Marine Corps Installations East-Marine  
Corps Base, Camp Lejeune  
(2) Commander, U.S. Marine Corps Forces Command (G-8)

Subj: REQUEST FOR CONFERENCE APPROVAL WITH COST BETWEEN \$100K AND  
\$500K

Ref: (a) ALNAV 072/11 of 7 Nov 11  
(b) MCO 7300.22A

Encl: (1) MCIEAST Conference Request

1. Per references (a) and (b), the enclosure is forwarded recommending approval.
2. Additional Justification: Must include a statement that your request has been reviewed and concurred with by the AC/S G-1, Comptroller, SJA, and/or EACO.
3. Point of contact for this matter is:

I. M. AMARINE

Enclosure (2)

SAMPLE REQUEST FOR CONFERENCE APPROVAL EXCEEDING \$500K



UNITED STATES MARINE CORPS

UNIT HEADING

IN REPLY REFER TO:  
5000  
Office Code  
Date

From: Commanding Officer or General/Special Staff Department Head  
To: Secretary of the Navy (AA)  
Via: (1) Commanding General, Marine Corps Installations East-Marine  
Corps Base, Camp Lejeune  
(2) Commander, U.S. Marine Corps Forces Command (G-8)  
(3) Commandant of the Marine Corps (I&L)

Subj: REQUEST FOR CONFERENCE APPROVAL EXCEEDING \$500K

Ref: (a) ALNAV 072/11 of 7 Nov 11  
(b) MCO 7300.22A

Encl: (1) MCIEAST Conference Request

1. Per references (a) and (b), the enclosure is forwarded recommending approval.
2. Additional Justification: Must include a statement that your request has been reviewed and concurred with by the AC/S G-1, Comptroller, SJA, and/or EACO.
3. Point of contact for this matter is:

I. M. AMARINE

Enclosure (3)

Conference Request Template involving Non-Federal Entity

Ref: (a) ALNAV 072/11  
(b) MCO 7300.22A  
(c) JFTR

1. Purpose: Provide Marine Corps specific guidance and ensure conference requests are standardized, submitted, and approved in accordance with reference (a).
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: Non-Federal Entity (NFE) conference requests will be submitted in standard naval letter format through the chain of command to the appropriate approval authority described in reference (a). Commands are required to use the conference request template provided.
4. Calculating Total Conference Costs: All costs required by reference (b) are still valid and must be included in the conference request. However, conference sponsors must also include the manpower costs associated with planning and hosting the conference. For example, if the command estimates that one Major (O-4) will spend a total of eight days planning and hosting the conference, using the Office of the Secretary of Defense Cost Tool (enclosure (2) of enclosure (4)), the estimated cost calculated from inputting the data into Box 6 would be \$4,995.69. 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. 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 must fund all costs from its unit operating budget. As a general rule, appropriated funds are not authorized to purchase food and beverages.
5. After Action Reporting: Upon completion of a conference, the sponsor must provide a Fiscal After Action Report (FAAR) verifying the actual number of conference attendees and actual conference expenditures. Actual conference expenditures will need to be tracked and reported to HQMC (P&R). Specific reporting requirements will be provided in separate guidance.
6. Audit: Commands shall maintain three years of historical conference approval documentation in anticipation of an Auditor General of the Navy audit.



UNITED STATES MARINE CORPS

UNIT HEADING

IN REPLY REFER TO:  
5000  
Office Code  
Date

From: Commanding Officer,  
To: Secretary of the Navy (AA)  
Via: (1) Commanding General, Marine Corps Installations East-Marine  
Corps Base, Camp Lejeune  
(2) Commander, Marine Corps Installations Command  
(3) Commandant of the Marine Corps (I&L)

Subj: CONFERENCE APPROVAL REQUEST FOR (NAME OF CONFERENCE)

Ref: (a) ALNAV 072-11 of 7 Nov 11  
(b) JER  
(c) JFTR  
(d) OASN (FM&C) memo of 12 May 06

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)

1. In accordance references (a) through (d), the subject conference approval request is submitted for approval. The following conference information is provided:

Conference Sponsor:

Conference Dates: (including travel days)

Frequency of Conference: (quarterly, semiannually, etc. and last dates held)

Estimated number of attendees: (# of attendees in TAD status, # of local attendees)

Conference location: (include both facility, city and, state)

Total cost: (from enclosure (3))

Conference point of contact:

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

3. 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 the command legal counsel, and if required, the associated co-sponsorship agreement.

Subj: CONFERENCE APPROVAL REQUEST FOR (NAME OF CONFERENCE)

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

5. Number of Attendees. Identify the number of attendees by organization and physical location in enclosure (3). Show the number of attendees in TAD and local status (not TAD). Provide a justification detailing how the number of attendees is the minimum required to achieve conference mission.

6. Cost Analysis. Use OSD cost tool at: ([https://www.cape.osd.mil/costguidance/CostOfHostingEvent/HostingEventWorksheet\\_PROD.asp](https://www.cape.osd.mil/costguidance/CostOfHostingEvent/HostingEventWorksheet_PROD.asp)). Provide the results in enclosure (2); Provide the total cost of the conference in enclosure (3); in addition, provide cost comparison for three geographic sites in enclosure (3) if there are more than 30 attendees in TAD status. 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.

7. 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 and 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 and use of rental cars; and (4) Consideration of lower off-season hotel rates and their willingness to exempt taxes for lodging.

8. 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.

Subj: CONFERENCE APPROVAL REQUEST FOR (NAME OF CONFERENCE)

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 in addition to the PMR exceeds the per diem rate for the location.

f. Whether each traveler will receive notice to ensure their travel orders do not allow for full per diem.

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

10. 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.

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

12. 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:

a. All conference related contracts must be signed by a warranted contracting officer or, when authorized, a government purchase cardholder.

b. 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, prior to approval of the conference by the conference approval authority.

c. Lodging and meals for local attendees is not authorized.

NAME

Enclosure (4)

### 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.

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

Enclosure (1)  
of  
Enclosure (4)

Event Hosting Cost Estimate (from OSD website)

Tool is accessible at:  
 (https://www.cape.osd.mil/costguidance/CostOfHostingEvent/HostingEventWorksheet\_PROD.asp)

**Preparation of this event cost the Department of Defense a total of approximately  
 \$9,195.19.**

**Generated on 20111117**

**RefID: 0-CD702CD**

<b>1. Event Title</b>			
Marine Corps Conference Example			
<b>2. Event Date</b>		<b>2b. Duration</b>	
2012-01-17		4	
<b>3. Event Location</b>			
<b>Country:</b>	<b>State:</b>	<b>City:</b>	
UNITED STATES	CALIFORNIA	Camp Pendleton, CA	
<b>4. Name of Organization(s) Sponsoring Event</b>			
Insert your command name here			
<b>5. Total Event Activities Itemized Costs:</b>			
<b>Item</b>	<b>Units</b>	<b>Unit Amount</b>	<b>Estimated Cost</b>
Audio/Visual (AV) support	1	\$1,000.00	\$1,000.00
Facilities Room Rentals	2	\$750.00	\$1,500.00
Internet connection	10	\$30.00	\$300.00
Speaker Fee	1	\$500.00	\$500.00
<b>Subtotal:</b>			<b>\$3,300.00</b>
<b>6. Total Event Government Manpower Costs:</b>			
<b>Oversight/Activity</b>	<b>Description</b>	<b>Grade</b>	<b>Manpower</b>
Event Execution	Planning and hosting conference time	O-4	8
			<b>Qualifier</b>
			Days
<b>Subtotal:</b>			<b>\$4,995.69</b>
<b>7. Cost of Government Travel Expenses Incurred while Planning the Event:</b>			
<b>Trip Description</b>	<b>Units</b>	<b>Unit Amount</b>	<b>Travel Cost</b>
Flight	1	\$456.00	\$456.00
Lodging	2	\$133.00	\$266.00
Meals and Incidental expenses	2.5	\$71.00	\$177.50
<b>Subtotal:</b>			<b>\$899.50</b>
<b>8. Total Event Cost Recovery:</b>			
<b>Recovery Description</b>	<b>Units</b>	<b>Unit Amount</b>	<b>Recovery Amount</b>
N/A	1	\$0.00	\$0.00
<b>Subtotal:</b>			<b>\$0.00</b>
<b>9. Will this cost estimate data be required on a recurring basis? Yes</b>			
<b>9b. Enter the frequency of this recurring: Annual</b>			

To access the Cost Estimate again, use the following URL:  
[https://www.cape.osd.mil/costguidance/costofhostingevent/hostingeventworksheet\\_prod.asp?cn=0-CD702CD](https://www.cape.osd.mil/costguidance/costofhostingevent/hostingeventworksheet_prod.asp?cn=0-CD702CD)

Enclosure (2)  
 of  
 Enclosure (4)

Total Cost calculation and comparison for three potential locations if more than 30 attendees in TAD status

	Camp Pendleton	Camp Lejeune	Quantico, VA
Local Attendee - No Orders	40	20	20
TAD Attendees	40	60	60
Conference Attendee Total	80	80	80
Conference Costs			
Travel	\$ 20,000	\$ 30,000	\$ 27,000
Meals and Incidental Expenses	\$ 12,780	\$ 12,420	\$ 15,120
Lodging	\$ 21,280	\$ 18,480	\$ 13,440
Local Transit	\$ 3,600	\$ 5,625	\$ 6,750
Event Hosting Cost estimate (from OSD Tool)	\$ 9,195	\$ 9,195	\$ 9,195
<b>Total Cost</b>	<b>\$ 66,855</b>	<b>\$ 75,720</b>	<b>\$ 71,505</b>

Local Attendees		TAD Attendees	
MCAS Miramar	5	II MEF	10
MCB Camp Pendleton	15	MCB Camp Lejeune	10
MCRD San Diego	5	SYSCOM	5
MCAS Pendleton	5	HQMC	15
I MEF	10		
<b>Total</b>	<b>40</b>		<b>40</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 (3)  
of  
Enclosure (4)

# MCIEAST-MCB CAMLEJ Conference Request

Use when requesting conference fees with total costs between \$100K and above, and not held in conjunction with a Non-Federal Entity (NFE).

Conference Definition: meeting, retreat, seminar, symposium, or event that involves attendee travel. These events require registration, agenda, scheduled speakers or discussion.

Conference Title and Purpose:
Contractor support requested (approval required before contract is awarded): All conference-related contracts must be signed by a warranted contracting officer.
Justification for the number of attendees:
Justification for the length of the conference:
Estimated cost amount (including travel, lodging, meals, conference facility, labor):
Cost Benefit Analysis (explanation of other options, i.e., video teleconferencing, train the trainer, alternate conference site):
Agenda, to include planned speakers, programs, ceremonies, after hours events and other activities. If "Break Out Sessions" are planned, the agenda must explain the purpose and objectives of each breakout session. (note here if provided as an attachment):
Military Installations or other Government facilities shall be the first choice for conference locations. If not using a Military or Government Facility, explain why one is not being utilized, and for conferences with more than 30 attendees list three other geographic sites for evaluation and consideration:
Lodging and Meals (except for local attendees, as defined by the JFTR/JTR). Identify the cost of each meal and state if it is included in a conference or registration fee. The cost of meals will not exceed the per diem rate for that location.
Security Assessment (Including threat and vulnerability assessments for the conference facility site and any specific security requirements for the conference facility.) Those conferences held on military installations may have different requirements than those in commercial facilities.

**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.**

Approval Authority:

Costs less than or equal to \$100K - Commander, U.S. Marine Corps Forces Command (G-8)

Costs between \$100K and \$500K - Director, Marine Corps Staff (DMCS)

Costs exceeding \$500K- SECNAV (AA)