



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

5050

G-8

7 JUL 2014

COMMANDING GENERAL'S POLICY LETTER 18-14

From: Commanding General
To: Distribution List

Subj: GUIDANCE FOR CONFERENCE ATTENDANCE

Ref: (a) OMB Memo of 11 May 2012
(b) USN Memo, Delegation of Conference Approval Authority,
of 2 October 2012
(c) DCMO, DoD Conference Guidance of 6 November 2013
(d) CG Policy Letter 007-12 of 20 June 2012

Encl: (1) Request to Attend Conference
(2) Department of the Navy - "Attendance AT" Conference
Request Non-DoD Host Conference
(3) Conference Agenda (Brochure and or Flyer)
(4) Local Transportation Analysis for (Conference Name)
(5) Department of the Navy/Assistant for Administration Action
Memo
(6) Quarterly Reporting Template

1. Purpose. To establish policy for attending conferences, in accordance with the references (a) through (c), and to provide clear and concise procedures for Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) conference attendance requests.

2. Background. Reference (a) was issued to promote further efficiency and cost consciousness in the Federal government's operations. The Office of Management and Budget requirements were later codified in law, in March 2013, through Public Law Number 113-6 (P.L. 113-6), "Consolidated and Further Continuing Appropriations Act, 2013." Increased scrutiny of discretionary spending in times of declining operating budgets is required. This guidance is for conference attendance at Non-Department of Defense (DoD) hosted and DoD hosted conferences. Reference (d) is the guidance for hosting conferences.

3. Information

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. MCIEAST-MCB CAMLEJ Commanding Officer's (COs) General and Special Staff Department Heads shall

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ensure that we are prudent when sending personnel to conferences hosted by others, to include validating attendance at the conference is mission critical and the most cost-effective way to achieve a particular mission objective. 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 good stewards of the funding we receive.

(2) Concept of Operations. References (b) and (c) establishes the Department of the Navy (DON) and the DoD as conference approval authorities. To date, no authority has been given to the Marine Corps for conference approval, therefore all conference attendance requests must be routed to DON for approval. The MCIEAST-MCB CAMLEJ Assistant Chief of Staff (AC/S), G-8 Resource Evaluation and Analysis (REA) Audit Support Division has been designated as the Conference Manager for the MCIEAST Region. The MCIEAST Regional Conference Manager shall review all conference attendance request packages (for completeness and compliance with established rules, regulations, and policies before routing to the Commanding General for action.

b. Coordinating Instructions

(1) Conference Requests. The completed conference attendance request package (enclosure (1)), shall be submitted via e-mail to the MCIEAST Regional Conference Manager, in accordance with the instructions contained in enclosures (1) through (5).

(2) MCIEAST Installations. Each subordinate command within the MCIEAST Region shall designate a representative from their respective REA Staff as Installation Conference Managers, for review and coordination purposes. Installation Conference Managers will review conference attendance request packages (enclosure (1)), to ensure packages are complete and comply with established rules, regulations, and policies. All packages must be endorsed by the CO before routing to the MCIEAST Regional Conference Manager.

(3) MCIEAST-MCB CAMLEJ General and Special Staff Department Head, to include CO of Weapons Training Battalion and Headquarters and Support Battalion. Shall review all conference attendance request packages (enclosure (1)), to ensure packages are complete and comply with established rules, regulations, and policies.

(4) Timeliness. Timely submission of conference attendance request packages is critical for approval. All requests for approval will be endorsed by the Commander, Marine Corps Installations Command and forwarded to the Commandant of the Marine Corps (RFA) and the Director, Marine Corps Staff via Marine Corps Action Tracking System, prior to being submitted to the DON, Assistant for Administration (DON/AA) for a decision. Therefore, requests must be submitted to the

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MCIEAST Regional Conference Manager at least 90 days prior to the registration date of the conference. Requests submitted inside this window may not be able to be reviewed and approved prior to the conference. These packages may be denied due to insufficient processing time.

(5) Attendance. Reference (c) contains defines a conference and expense items which must be identified in the cost analysis. It is the responsibility of each command and staff directorate to prepare the package requesting approval for attendance, at a non-DoD conference deemed mission critical. The Installation Conference Manager shall aid the staff in determining if an event should be classified as a conference, as defined in reference (c).

(a) The DON/AA primarily approves requests to attend non-DoD conferences when USMC personnel are in an active role (speaker, panelist, chairing, presenting, 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 hundred percent gifted). MCIEAST personnel maybe approved to attend if compelling justification is provided. Accordingly, additional information should be added to enclosure (5) in order to make this very clear to DON/AA.

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

(6) Conference Alternatives. Installation Commanders and General and Special Staff department heads, must confirm attendance at said conference is mission critical, cost effective, and that alternative means of delivering the relevant information has been considered.

(7) Attending DoD Hosted Conference. If the Conference is "Hosted" by a DoD Component (Army, DoD Inspector General, Secretary of the Navy, etc.), attendees only need Conference Manager certification that the event is DoD sponsored. The "Host" DoD Component is required to obtain approval from necessary DoD Component (i.e., DON) level to conduct the conference.

(8) Reporting Requirements. Quarterly reporting will include all non-DoD conferences, regardless of cost, to include conferences when there is no cost to the government for local attendees. The quarterly report, enclosure (6), will be due by the fifth day of the month following the end of a fiscal quarter (January, April, July, and October). All reports shall be submitted via the MCIEAST-MCB CAMLEJ

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AC/S, G-8 REA SharePoint site at:

<https://intranet.mcieast.usmc.mil/Comptroller/REA/Conference/default.aspx>

4. Action. All conference attendance request approval documentation is available on the MCIEAST AC/S, G-8 REA SharePoint site at:
<https://intranet.mcieast.usmc.mil/Comptroller/REA/Conference/default.aspx>

5. Points of contact are Mr. Edward P. Rotchford, REA Officer at (910) 451-4144, or Ms. Vickie L. Atkinson, REA Audit Support Branch Head at (910) 451-5498.



R. F. CASTELLVI

DISTRIBUTION: A/B

Copy to: AC/S, G-8 (REA)



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

5050
Office Code
DD MMM YY

From: (Official Title of Submitting Organization)
To: Director, Marine Corps Staff
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 (RFA)

Subj: REQUEST TO ATTEND (COMPLETE NAME OF CONFERENCE AND
ASSOCIATED CONFERENCE DATES) (ALL CAPS) (USE TITLE FROM
CONFERENCE WEBSITE)

Ref: (a) CG Policy Letter 18-14
(b) DSD Memo, Implementation of Conference Oversight
Requirements and Delegation of Conference
Approval Authority of 29 September 2012
(c) USN Memo, Delegation of Conference Approval
Authority of 2 October 2012
(d) ASN(FM&C) Budget Guidance Memo BG13-3B, of 25
March 2014
(e) JTR/JFTR
(f) DoD 5500.07-R, Joint Ethics Regulations of 17 November
2011

Encl: (1) Department of the Navy - "Attendance At" Conference
Request (Non-DoD Hosted Conferences) Conference Only
(2) Conference Agenda (Brochure/Flyer)
(3) Transportation Analysis

1. In accordance with the references, this request to attend
the subject conference is submitted for your approval.
Enclosures (1) through (3) are provided as required. The
following conference information is provided:

- a. Conference Host:
- b. Conference Dates: (Do not include travel days)
- c. Conference Location: (Include venue, city, and state)
- d. Estimated Number of Attendees: (Total Number, Number
TAD, and Number Local)
- e. Total Cost: (From enclosure (2))

Enclosure (1)

Subj: REQUEST TO ATTEND (COMPLETE NAME OF CONFERENCE AND ASSOCIATED CONFERENCE DATES) (ALL CAPS) (USE TITLE FROM CONFERENCE WEBSITE)

f. Cost Per Person for this Event: (Total Cost/Total Attendees)

g. Cost Per Person, Per Day: (Calculate this value based only upon the length of the conference, do not include travel days)

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 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 Continuing Education Units 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 reduce by having attendee drive privately owned vehicle (\$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 or 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 cost by 30 percent from 2012-2013).

- If \$3,000 per person and/or \$600 per person per day are exceed, include a detailed explanation of the cost.
- 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).

Enclosure (1)

Subj: REQUEST TO ATTEND (COMPLETE NAME OF CONFERENCE AND ASSOCIATED CONFERENCE DATES) (ALL CAPS) (USE TITLE FROM CONFERENCE WEBSITE)

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

Signature

Name

Enclosure (1)

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	Costs	Amount	Notes
A	Airfare		
B	Baggage Fee charges		
C	Car Rental		
D	Parking Costs (airport, hotel)		
E	Taxi		
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		
	Grand Total		

**CONFERENCE
BROCHURE/FLYER**

Local Transportation Analysis for [Conference Name]

Cost Rollup

	Rental Car Cost
	Government Van Cost
	Taxi-Only Cost
	Leased Van Cost
	Airport/Hotel Shuttle Cost

Rental Car Analysis

Assumption 1: Attendee from Norfolk will be driving and reimbursed for miles on POV Methodology: use estimates and cost breakout based upon previous cost estimate within approval package for rental car and associated expenses

	Cost for (1) Attendee POV mileage reimbursement (from Norfolk)
	Cost for (6) Attendees Rental Cars and Associated Expenses
	Total Cost For Rental Car Expenses (and (1) POV reimbursement)

Government Van Use Analysis

Assumption 1: 12 passenger van and driver available for use by parent support command (Henderson Hall) for transporting personnel from/to hotel and conference location Assumption 2: Flight arrival/departure times and airport locations (BWI/Reagan/Dulles) are unique (certain due to attendees commands approval of a DTS request requiring selection of lowest cost flight to the metro area within a window timeframe and not a specific airport at a narrow time window); this will require taxi transportation to/from airport for all attendees.

Methodology: Utilize taxi transportation costs from taxi analysis (below) for airport arrival/departure transportation and use \$0.56/mile (2014 IRS business mileage reimbursement rate which includes fuel, wear & tear, etc.)

	Airport to Meeting Location Cost (Both Ways/ All Attendees)
	Cost Of (5) Daily Round Trips From Motor Pool to Meeting Location (27mi)
	Cost of (5) Round Trips Between Lodging & Meeting
	Total Cost for Gov Van

Taxi-Only Analysis

Assumption 1: Flight arrival/departure times and airport locations (BWI/Reagan/Dulles) are unique (certain due to attendees commands approval of a DTS request requiring selection of lowest cost flight to the metro area within a window timeframe and not a specific airport at a narrow time window); this will require individual taxi transportation to/from airport for all attendees as flights are not booked nor should they be booked to conform to taxi sharing as flight cost differential between arrival departure times is likely greater than taxi sharing savings (some flights are trans-Atlantic and trans-Pacific flights and fares associated between arrival/departure times vary considerably)

Assumption 2: Attendees will use BWI/Reagan/Dulles airports and will be staying at a hotel or government lodging within 6 miles distance from BOQ to meeting location) Methodology: use mean distance (42.3mi) from BWI/Reagan/Dulles to meeting location for calculating airport transportation and use \$2.50/mile for taxi fare calculation (industry standard)

	Airport to Meeting Location Cost (Both Ways/ All Attendees)
	5 Days of Lodging to Meeting Transportation Cost
	Total Cost for Taxi Transport

Passenger Van Leasing Analysis

Finding 1: Not feasible (approving authority will not grant approval for van rental due to government vans being available)

Hotel Shuttle Use Analysis

Finding 1: Not feasible (no hotel shuttles specific to Jacobs Center within the local area)



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:

ACTION MEMO

FOR: DEPARTMENT OF THE NAVY/ASSISTANT FOR ADMINISTRATION

FROM: Major General Michael R. Regner, Staff Director

SUBJECT: CONFERENCE APPROVAL REQUEST THE ALLIANCE OF
INFORMATION AND REFERRAL SYSTEMS (AIRS) CONFERENCE

- Request approval to attend the AIRS Conference Training. This is a non-Department of Defense sponsored conference. Marine Corp attendance is considered mission essential as the Serving the Military track of workshops relates directly to the MCCA organization in helping Information and Referral programs meet the needs of military personnel and their families, both active duty and veterans.
- Details about the conference and justification for attendance are contained in the request at Tab A.

RECOMMENDATION: Approve Marine Corps Installations East attendance at the Alliance of Information and Referral Systems Conference.

Approve _____ Disapprove _____

COORDINATION: None.

Attachments:
As stated

Prepared by: Vickie L. Atkinson, MCIEAST MCB CAMLEJ, 910-451-5498

Enclosure (5)

