



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

5050  
G-8  
MAY 03 2018

COMMANDING GENERAL'S POLICY LETTER 05-18

From: Commanding General  
To: Distribution

Subj: POLICY FOR CONFERENCE HOSTING AND ATTENDANCE

Ref: (a) DMCS ltr of 20 Nov 17  
(b) SECNAV 171318Z Mar 17 (ALNAV 011/17)  
(c) DCMO, DoD Conference Guidance Version 4.0 of 26 Jun 16  
(d) MCICOM Policy Letter 3-18 of 1 Feb 18

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

1. Situation. Director, Marine Corps Staff (DMCS), Headquarters, U.S. Marine Corps (HQMC) issued reference (a) modifying authority to approve conference hosting and attendance requests. Reference (b), authorizes the DMCS to modify conference approval authorities.

2. Cancellation. CG Policy Letters 007-12 and 018-14.

3. Mission. Update policy for gaining approval to host or attend conferences in accordance with the references.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) General and Special Staff Department Heads and MCIEAST Commanding Officers (COs) will ensure the prudent execution of resources for conferences sponsored by MCIEAST organizations, and/or attended by MCIEAST personnel.

(2) Concept of Operations. 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 establish firm command oversight to ensure we are operating responsibly and within our authorities. In times of austere funding, and despite the recent change to the approval policy, senior leadership needs to closely monitor participation in all conferences. Alternate means of attendance and limiting the number of attendees must be pursued whenever possible. Conferences focused on a single issue or located in exotic locations must be heavily scrutinized. Video teleconferencing or other communication means must be maximized, and when not feasible, host events on military bases whenever possible. 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 the MCIEAST-MCB CAMLEJ Regional Conference Manager (RCM), Marine Corps Installation Command (MCICOM) G-8, HQMC Administrative and Resources Division (AR Div), HQMC Counsel for the Commandant (CL), and DMCS, HQMC for review and approval prior to forwarding to the Secretary of the Navy, 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 routed via Department of the Navy (DON) Tracker to MCIEAST-MCB CAMLEJ RCM, MCICOM G-8, HQMC AR Div, HQMC CL, and DMCS, HQMC 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; and
3. DMCS, HQMC.

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

1. The Deputy Commandants;
2. All Lieutenant Generals and Major Generals in Command;
3. Commanding General (CG), Marine Corps Systems Command;
4. CGs, MCIEAST-MCB CAMLEJ, MCIWEST-CAMPEN, and MCIPAC;
5. Director, Command, Control, Communications and Computers;
6. Director, Intelligence;
7. Legislative Assistant to the Commandant; and
8. Inspector General of the Marine Corps.

(d) Regardless of cost, conference hosting and attendance requests from MCIEAST-MCB CAMLEJ Staff Department Heads and all MCIEAST COs, will be routed to the MCIEAST-MCB CAMLEJ RCM for processing either for approval by the CG, MCIEAST-MCB CAMLEJ or further routing up the chain of command for endorsement and approval.

b. Tasks

(1) MCIEAST-MCB CAMLEJ, G-8, Resource Evaluation and Analysis (REA) Division shall:

(a) Designate a RCM for the Region. The RCM will review all conference attendance and hosting packages for completeness and compliance with the references.

(b) Route conference attendance and hosting packages to

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the CG, MCIEAST-MCB CAMLEJ for approval/disapproval.

(2) MCIEAST COs shall:

(a) Designate a representative from the Comptroller's REA Staff as the Installation Conference Manager (ICM). ICMs will review conference hosting and attendance request packages (enclosures (1) and (2)), to ensure packages are complete and comply with established rules, regulations, and policies. Installation COs must endorse all packages before routing to the MCIEAST-MCB CAMLEJ RCM. Recommendations for more than two conference attendees must have prior approval from the Chief of Staff MCIEAST-MCB CAMLEJ, and be submitted with the package to the MCIEAST-MCB CAMLEJ RCM.

(b) Ensure Organizational Defense Travel Administrators (ODTAs) enforce the travelers to select "Conference Attendance" as the trip purpose when creating their authorizations in the Defense Travel System (DTS), and any documentation supporting the conference approval is uploaded to DTS as substantiating records.

(3) MCIEAST-MCB CAMLEJ Staff Department Head and MCIEAST COs shall:

(a) Review, endorse, and route all conference hosting and attendance request packages to the MCIEAST-MCB CAMLEJ RCM for further processing. Ensure packages are complete and comply with established rules, regulations, and policies. Recommendations for more than two conference attendees must have prior approval from the Chief of Staff MCIEAST-MCB CAMLEJ, and be submitted with the package to the MCIEAST-MCB CAMLEJ RCM.

(b) Ensure ODTAs enforce the travelers to select "Conference Attendance" as the trip purpose when creating their authorizations in the DTS, and any documentation supporting the conference approval is uploaded to DTS as substantiating records.

c. Coordinating Instructions

(1) Conference Requests. The timeliness for submitting a conference request is critical for approval. Tiers 1 and 2 requests are endorsed by the CG, MCIEAST-MCB CAMLEJ and forwarded to MCICOM, HQMC AR Div, HQMC CL, and DMCS, HQMC via DON Tracker for review. Therefore, conference requests should be submitted to the MCIEAST-MCB CAMLEJ RCM at least 60 days for Tiers 1 and 2, and 45 days for Tier 3 prior to the registration of or the start date of the conference, whichever is earlier. Requests submitted inside these windows 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.

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(b) Conference Hosting. Complying with the current process, it is the responsibility of the stakeholder hosting a conference to prepare and route the conference package in a timely manner. All conference hosting packages should be submitted to the MCIEAST-MCB CAMLEJ RCM at least 60 days for Tiers 1 and 2, and 30 days for Tier 3 prior to the registration of or the start date of the conference, whichever is earlier. Requests submitted inside these windows may be denied due to insufficient processing time. Once submitted, Tier 3 conference packages will be approved or disapproved by the CG, MCIEAST-MCB CAMLEJ. Enclosure (1) must be completed by the stakeholder requesting approval for hosting a conference.

(c) Conference Attendance. Non-Department of Defense (DoD) conference attendance is generally approved when MCIEAST personnel are in an active role (speaker, panelist, etc.), earning continuing education credits for work-related credentialing certifications, receiving an award, or attending at no cost to the government. MCIEAST personnel may be approved to attend if compelling justification is provided. Accordingly, a separate sentence should be added to the command endorsement in order to make this information clear to subsequent approving officials. It is the responsibility of the stakeholder attending a conference to prepare and route the conference package in a timely manner. All conference attendance request packages should be submitted to the MCIEAST-MCB CAMLEJ RCM at least 60 days for Tiers 1 and 2, and 30 days for Tier 3 prior to the registration of or the start date of the conference, whichever is earlier. Requests submitted outside these windows may be denied due to insufficient processing time. Once submitted, Tier 3 conference packages will be reviewed by the MCIEAST-MCB CAMLEJ Office of the Staff Judge Advocate, and approved or disapproved by the CG, MCIEAST-MCB CAMLEJ. Enclosure (2) must be completed by the stakeholder requesting approval for attending a conference.

(d) Training Exemption. Reference (c) provides an exemption from conference approval for formal classroom training.

(e) Conference Package Submission. All conference hosting and attendance packages will be submitted in an electronic format via the MCIEAST-MCB CAMLEJ, G-8, REA SharePoint site. The site link is located in the Administration and Logistics paragraph below.

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

(3) No Cost to DoD. Approval is not required for conferences that have no cost to DoD, including no cost for attendee travel, in accordance with this guidance. This includes instances when all costs are paid for by a non-DoD entity in accordance with DoD gift acceptance rules.

(4) Reporting Requirements. Approval authorities will report conference costs to DMCS, HQMC on a quarterly basis in accordance with references (a) and (b). Quarterly reporting will include attendance and hosting of all conferences, regardless of cost, to include no cost to government conferences. Enclosure (3) will be utilized by the ICMs and submitted to the MCIEAST-MCB CAMLEJ RCM by the fifth working day following the end of a fiscal quarter (January, April, July, and October).

Subj: POLICY FOR CONFERENCE HOSTING AND ATTENDANCE

5. Administration and Logistics

a. All conference hosting and attendance requests will be uploaded to the MCIEAST-MCB CAMLEJ, G-8, REA SharePoint site. All conference hosting and attendance templates are also located on this site:

<https://intranet.mcieast.usmc.mil/sites/G8/REandA/IRB/Conference/SitePages/Home.aspx>.

b. Point of contact is the MCIEAST-MCB CAMLEJ, G-8, REA Division at (910) 451-5335.

6. Command and Signal

a. Command. This Policy letter is applicable to all military and civilian personnel within the MCIEAST Region excluding Marine Corps Community Services personnel.

b. Signal. This Policy letter is effective the date signed.

  
J. D. ALFORD

DISTRIBUTION: A/B

## **Instructions For Requesting Approval To Host A Conference**

1. **Purpose:** To provide all Marine Corps Installation East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) and Subordinate Commands specific guidance to ensure conference request are standardized, submitted, and approved in accordance with the references.
  2. **Background:** MCIEAST-MCB CAMLEJ and Subordinate Commands must exercise strict fiscal responsibility for planning and conducting Marine Corps sponsored conferences. When it is determine 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). Requests are required to be submitted using the templates provided in this document. Templates can be found at the following site:  
<https://intranet.mcieast.usmc.mil/sites/G8/REandA/SitePages/Conference%20Attendance.aspx>
  4. **Calculating Total Conference Costs:** All costs required by reference (b) are still valid and must be included in 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 8 days planning and hosting the conference, using the Office of the Secretary of Defense Cost Tool (site below), 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. After completing all required information, please "Save" and submit as enclosure (2) in your conference package.  
<https://www.cape.osd.mil/costguidance/>
- Total costs will include but are not limited to: travel, per diem, local transits (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 update conference expenditures. 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 Naval Audit Service.

# Instructions For Requesting Approval To Host A Conference



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: Commanding General, Marine Corps Installations East-  
Marine Corps Base, Camp Lejeune  
Via: Assistant Chief of Staff, G-8, Marine Corps Installations  
East-Marine Corps Base Camp Lejeune

Subj: CONFERENCE APPROVAL REQUEST FOR (NAME OF CONFERENCE)

Ref: (a) DSD Memo of 26 Jun 16  
(b) UNSECNAV memo of 2 Oct 12  
(c) ASN(FM&C) Budget Guidance memo BG13-3B, 25 Mar 14  
(d) JER  
(e) JTR/JFTR  
(f) DMCS Letter of 20 Nov 17  
(g) ALNAV 011/17

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 attendance is mission critical, citing any applicable references, statutes, and/or stating licensure or accreditation requirements. In

## **Instructions For Requesting Approval To Host A Conference**

Subj: CONFERENCE APPROVAL REQUEST FOR (NAME OF CONFERENCE)

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.



## **Instructions For Requesting Approval To Host A Conference**

Subj: CONFERENCE APPROVAL REQUEST FOR (NAME OF CONFERENCE)

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.

Signature (Commanding  
Officer/Department Head)

## **Instructions For Requesting Approval To Host A Conference**

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.

## Instructions For Requesting Approval To Host A Conference

### Hosting Total Cost Estimate

Preparation of this event cost the Department of Defense a total of approximately:

Generated on:

Ref ID:

1. Event Title

2. Event Date

2b. Duration

3. Event Location

Country:

State:

City:

4. Name of Organization(s) Sponsoring Event

5. Total Event Itemized Cost:	<i>Units</i>	<i>Unit Amount</i>	<i>Estimate Cost</i>
<i>Item</i>			
Audio/Visual (AV) support			
Facilities Room Rentals			
Internet Connection			
Speaker Fee			

Subtotal:

6. Total Event Government Manpower Cost:

Oversight/Activity	Description	Grade	Manpower	Qualifier
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7. Cost of Government Travel Expenses Incurred while Planning the Event:

Trip Description	<i>Units</i>	<i>Unit Amount</i>	<i>Estimate Cost</i>
Flight			
Lodging			
Meals and Incidental expenses			

Subtotal:

8. Total Event Cost Recovery:	<i>Units</i>	<i>Unit Amount</i>	<i>Estimate Cost</i>
Recovery Description			

Subtotal:

9. Will this cost estimate data be required on a recurring basis?

9b. Enter the frequency of this recurring:

## Instructions For Requesting Approval To Host A Conference

	MCB Camp Pendleton	MCB Camp Lejeune	MCB Quantico
Local Attendee - No Orders			
TAD Attendees			
Conference Attendee Total			
Conference Costs			
Travel			
Meals and Incidental Expenses			
Lodging			
Local Transit			
Event Hosting Cost estimate (from OSD Tool)			
<b>Total Cost</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Local Attendees		TAD Attendees	
MCAS Miramar		II MEF	
MCB Camp Pendleton		MCB Camp Lejeune	
MCRD San Diego		SYSCOM	
MCAS Pendleton		HQMC	
I MEF			
<b>Total</b>	<b>0</b>		<b>0</b>

Option 1: Officers Club at MCB Camp Pendleton, CA

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

Meal 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

Meal and Incidentals: \$46/day

Lodging: \$77/day

Local Transit: develop 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

Meal and Incidentals: \$56/day

Lodging: \$88/day

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

More than 30 attendee in TAD Status

## Instructions For Requesting Approval To Host A Conference

Local Transportation Analysis for  
Name of Conference, Date, Location

### Cost Rollup

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

### Rental Car Analysis

Assumption 1:

Assumption 2:

	Cost for (8) Attendee POV mileage reimbursement
	Cost for (2) Attendees Hotel Shuttle
	Total Cost For POVs reimbursement

### Government Van Use Analysis

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

### Hotel Shuttle Use Analysis

Assumption 1: One attendee to fly to Orlando International Airport and use hotel shuttle

	Airport to Meeting Location Cost (Both Ways/ 2 Attendees)
	Days of Lodging to Meeting Transportation Cost
	Total Cost for Hotel Shuttle

### Passenger Van Leasing Analysis

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

## Instructions to Request Attendance at Non-DoD Hosted Conference

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2. **Background:** MCIEAST-MCB CAMLEJ and Subordinate Commands must exercise strict fiscal responsibility for attending non DoD sponsored conferences. When it is determine that only attendance at a conference will suffice to accomplish official business, Marine Corps leaders must ensure attendance comply with law, regulation, and policy. The goal is to reduce total cost and eliminate waste in conference attendance.
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). Requests are required to be submitted using the templates provided in this document. Templates can be found at the following site:  
<https://intranet.mcieast.usmc.mil/sites/G8/REandA/SitePages/Conference%20Attendance.aspx>
4. MCIEAST – MCB Camp Lejeune and Subordinate Commands intending to send attendees to a non-DoD sponsored conference is tasked to prepare a package to request attendance. The request must include all MCIEAST personnel that need to attend the conference and associated cost.
5. Request package must contain:
  - a) Forwarding memo highlighting:
    - (1) How costs have been minimized.
    - (2) Is the conference mission critical and/or fulfills license and certification requirements. Activities are mission critical if leadership determines that not attending would result in the potential failure of the organization to accomplish its assigned mission, functions, and tasks.
    - (3) Memo must be signed or endorsed by the Commanding Officer or the Department Head.
  - (b) Conference Brief Sheet – i.e. Department of the Navy – “Attendance At” Conference Request.
  - (c) Attendees by Name – details purpose for attendance and costs per person.
  - (d) Transportation Analysis – required if rental cars are being requested.
  - (e) Conference Agenda – from the conference website. If none are available at the time the request is being prepared, it should be stated in the memo.
6. **Audit:** Commands shall maintain three years of historical conference approval documentation in anticipation of an Auditor General of the Naval Audit Service.

## Instructions to Request Attendance at Non-DoD Hosted Conference



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: Commanding General, Marine Corps Installations East-  
Marine Corps Base, Camp Lejeune  
Via: Assistant Chief of Staff, G-8, Marine Corps Installations  
East-Marine Corps Base Camp Lejeune

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

Ref: (a) OMB Memo of 11 May 2012  
(b) Joint Travel Regulation  
(c) Join Ethics Regulations  
(d) DMCS Letter of 20 Nov 17  
(e) DoD Conference Guidance Version 4.0 of 26 June 2016

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

1. In accordance with the references, this request to attend the subject conference is submitted for your approval. Enclosures (1) through (4) 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 Department of the Navy-"Attendance At" Conference Request)*

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,*

## Instructions to Request Attendance at Non-DoD Hosted Conference

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

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

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).

6. For any questions, please contact (Installation Conference Manager Name)at XXX-XXX-XXXX or email address

Signature (Commanding  
Officer/Department Head)  
Name



## **Instructions to Request Attendance at Non-DoD Hosted Conference**

### **Conference Exemptions**

Exemptions to this guidance should be granted sparingly and only when events fully meet the definition and intent of the criteria below:

a. Meetings necessary to carry out statutory command and staff oversight functions. This exemption would include activities such as investigations, inspections, audits, or non-conference planning site visits.

b. Meetings to consider internal agency business matters. This exemption would include activities such as meetings that take place as part of an organization's regular course of daily business.

c. Meetings necessary to carry out planning or execution of operational or operational exercise activities or pre-deployment, deployment, or post-deployment activities. This exemption would include activities such as planning and preparation for, as well as execution of, war games, military exercises, and operational deployments.

d. Bi-lateral and multi-lateral international cooperation engagements. This exemption would include activities such as International Military Education and Training events, Traditional Commander's Activities, and other regional assistance programs. It would also include many of the activities of the Department's Regional Security Centers.

e. Formal classroom training. This exemption would include activities such as regular courses of instruction of training seminars. These activities may be offered by government organizations, institutions of higher learning or professional licensure/certification, or other training entities. However, events are not exempt simply because they offer continuing education credits or the equivalent.

f. Change of command, official military award, funeral, or other such ceremonies.

g. Events where the primary purpose of DoD's participation is military or civilian recruiting and/or recruitment advertising.

h. Meetings of advisory committees subject to DoD Instruction 5105.04, where the membership of the committee consists of one or more individuals who are not full-time or permanent part-time Federal officers or employees.

# Instructions to Request Attendance at Non-DoD Hosted Conference

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	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		
	<b>Grand Total</b>	<b>0</b>	

## Instructions to Request Attendance at Non-DoD Hosted Conference

### CONFERENCE TITLE

Dates XX-XX XXXXXXXXXX XXXX, Location:

Name of Employee	Command Name	Duty Station/Location	Purpose in Attending - Conference	Dates of travel

**CONFERENCE  
BROCHURE/FLYER  
with  
AGENDA**

**FROM WEBSITE**

## Instructions to Request Attendance at Non-DoD Hosted Conference

Local Transportation Analysis for  
Name of Conference, Date, Location

### Cost Rollup

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

### Rental Car Analysis

Assumption 1:

Assumption 2:

	Cost for (8) Attendee POV mileage reimbursement
	Cost for (2) Attendees Hotel Shuttle
	Total Cost For POVs reimbursement

### Government Van Use Analysis

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

### Hotel Shuttle Use Analysis

Assumption 1: One attendee to fly to Orlando International Airport and use hotel shuttle

	Airport to Meeting Location Cost (Both Ways/ 2 Attendees)
	Days of Lodging to Meeting Transportation Cost
	Total Cost for Hotel Shuttle

### Passenger Van Leasing Analysis

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

[illegible]

If attending only, must provide a strong justification in the memo.

If attending for CEUs, need to identify the certification and explain why this event is needed to fulfill the CEU requirement in the memo.

Name of the conference should be what is listed on the conference website.

**MCIEAST**  
**QUARTERLY CONFERENCE APPROVAL REPORT**

[illegible]