



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
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5050
G-8
8 Oct 2021

COMMANDING GENERAL'S POLICY LETTER 009-21

From: Commanding General
To: Distribution List

Subj: POLICY FOR CONFERENCE ATTENDANCE AND HOSTING

Ref: (a) SECNAVINST 5050.6
(b) DCMO, DoD Conference Guidance Version 4.0 of 26 Jun 16
(c) MCICOM Policy Letter 5-20 of 27 Oct 20

Encl: (1) Conference Approval Authority Table
(2) Submission of Conference Requests
(3) Conference Attendance Reporting Template
(4) Conference Hosting Reporting and Attendance Exemption

1. Situation. To update policy for conference management in accordance with the references and to ensure proper administration and oversight of all hosted and attended conferences.

2. Cancellation. CG's Policy Letter 005-18.

3. Mission. Establish clear and concise procedures and policies for hosting and attending conferences in order to comply with the established references and to facilitate prudent management of appropriated resources.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The 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 hosted 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 recent changes to the approval policy, commanders and senior leadership at all levels need to closely monitor participation in all conferences. Alternate means of attendance and limiting the number of attendees should be pursued whenever possible. Conferences focused on a single

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issue or located in exotic locations must be heavily scrutinized. Video teleconferencing or other remote communication means must be maximized, and when not feasible, hosted events should be on military bases whenever possible.

(a) Per reference (a), conferences historically exceeding a monetary threshold will be categorized and published by the Department of the Navy (DON), Directorate of Administration, Logistics, and Operations (DALO) to a Blue, White, or Yellow list. Lists will be updated periodically by DALO and can be obtained through the MCIEAST-MCB CAMLEJ Regional Conference Manager (RCM) or through the DALO SharePoint site. Categorization is as follows (see enclosure (1)):

1. Conferences listed on the "Blue List" are non-Department of Defense (DoD) sponsored or hosted conferences that have historically exceeded \$250,000, or are at risk for exceeding \$250,000, and must be approved by a Tier 1 approving official.

2. Conferences listed on the "White List" are non-DoD sponsored or hosted conferences that have historically exceeded \$100,000 and require Tier 1 or Tier 2 approval. White List conferences can have multiple Tier 1 or Tier 2 approvals and do not require aggregation of costs and attendance.

3. Conferences listed on the "Yellow List" are DON-hosted conferences and require Tier 1 or Tier 2 approval based on total costs to the DON.

(b) Reference (a) has established the DON, to include United States Marine Corps installation commands, activities, field offices, and all other organizational entities, conference approval authorities within the following groups:

1. Tier 1. Conference hosting or attendance requests costing over \$250,000 or on the DALO "Blue List" or "Yellow List" (if over \$250,000) will be routed to the MCIEAST-MCB CAMLEJ RCM for review and forwarded for approval to Marine Corps Installation Command (MCICOM) G-8, Headquarters Marine Corps (HQMC) Administrative and Resource Management Division (AR Div), and Director of Marine Corps Staff (DMCS) prior to forwarding to the Secretary of the Navy (SECNAV) or Under Secretary of the Navy (UNSECNAV), as the Tier 1 approval authority.

2. Tier 2. Conference hosting or attendance requests costing less than \$250,000 or on the DALO "White List" or "Yellow List" (if less than \$250,000) will be routed to the MCIEAST-MCB CAMLEJ RCM for review and forwarded for approval. Tier 2 authority may not be delegated but can be exercised by a General Officer (GO), Flag Officer (FO), or Senior Executive Service (SES) designated as "acting" in a covered position. Tier 2 approval authority in the Marine Corps is limited to the following officials:

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- a. Commandant of the Marine Corps;
- b. Assistant Commandant of the Marine Corps;
- c. DMCS, HQMC;
- d. Two-star or higher GO, FO, or SES (two-star or higher equivalents);
- e. Commanders of Marine Corps commands; and
- f. Critical GO, FO, or SES commanders designated by DMCS.

3. Other Approval Officials. Supervisors with normal travel Temporary Duty Travel/Temporary Additional Duty (TDY/TAD) approval authority may approve attendance at non-DoD sponsored or hosted conferences with costs of \$100,000 or less and not on the "White List." If costs exceed \$3,000 per person or \$600 per person per day, then attendance must be approved one level above the supervisor and must be at least an O-5 or GS-14. See enclosure (1).

4. No Cost to the DoD. Approval is not required for conferences that have no cost to the 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.

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 Tier 1 and Tier 2 conference attendance and hosting requests for completeness and compliance with the references.

(b) Route conference attendance and hosting requests to the appropriate approval authority, as required.

(c) Consolidate costs and associated data on attended conferences throughout the region and report to higher headquarters on a quarterly basis.

(2) MCIEAST Installation 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 requests to ensure requests are complete and comply with established rules,

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regulations, and policies. Installation COs must endorse all Tier 1 and Tier 2 requests via Section II of the Conference Request Form (SECNAV 5050/2) before routing to the MCIEAST-MCB CAMLEJ RCM. Conference requests meeting the criteria of "Other Approval Officials" as set forth in this policy letter do not require routing beyond the Installation level, unless the Installation CO is an attendee, however, costs and associated data for conference attendance requests must be reported to the MCIEAST-MCB CAMLEJ RCM quarterly utilizing the template.

(b) Ensure Organizational Defense Travel Administrators (ODTAs) instruct 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 into the DTS as substantiating records.

(3) MCIEAST-MCB CAMLEJ Staff Department Heads shall:

(a) Review conference hosting and attendance requests to ensure requests are complete and comply with established rules, regulations, and policies. MCIEAST-MCB CAMLEJ Staff Department Heads must endorse all Tier 1 and Tier 2 requests via Section II of the SECNAV 5050/2 before routing to the MCIEAST-MCB CAMLEJ RCM. Conference requests meeting the criteria of "Other Approval Officials" as set forth in this policy letter do not require routing beyond the Staff Department Head level, unless the Staff Department Head is an attendee, however, costs and associated data for conference attendance requests must be reported to the MCIEAST-MCB CAMLEJ RCM quarterly utilizing the template.

(b) Ensure ODTAs instruct 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 into the DTS as substantiating records.

c. Coordinating Instructions

(1) Conference Requests. The timeliness for submitting a conference request is critical for approval. All conference hosting or attendance requests requiring Tier 1 or Tier 2 approval will be submitted, via email, to the MCIEAST-MCB CAMLEJ RCM in accordance with the applicable instructions contained within this policy letter and its enclosures. All Tier 1 and Tier 2 requests are endorsed by the Commanding General (CG), MCIEAST-MCB CAMLEJ and forwarded to the appropriate approval authority outlined in this policy letter, therefore, conference requests should be submitted to the MCIEAST-MCB CAMLEJ RCM at least 15 weeks prior to registration of or start date of the conference, whichever is earlier. Conference requests that fall under "Other Approval Officials" where the MCIEAST Installation CO or MCIEAST-MCB CAMLEJ Staff Department Head is an attendee should be

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submitted to the MCIEAST-MCB CAMLEJ RCM for review and approval at least four weeks prior to the registration of or start date of the conference, whichever is earlier. Requests submitted inside these windows may not be reviewed and approved prior to the conference and 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 conferences comply with law, regulation, and policy. Refer to reference (b) 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 the guidelines to build and route a conference request through the appropriate chain of command.

(b) Conference Hosting. Complying with the current process, it is the responsibility of the stakeholder hosting a conference to prepare and route the conference hosting request in a timely manner. All conference hosting requests should be submitted to the MCIEAST-MCB CAMLEJ RCM per the guidelines outlined in this policy letter. The SECNAV 5050/2 must be completed by the stakeholder requesting approval for hosting a conference and the guidelines in this policy letter must be followed for reporting associated costs with the hosted event.

(c) Conference Attendance. Non-DoD conference attendance is generally approved when MCIEAST personnel participate 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 statement should be added to the "Justification Specifics" section of the SECNAV 5050/2 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 conference attendance requests in a timely manner. All conference attendance requests should be submitted to the MCIEAST-MCB CAMLEJ RCM per the guidelines outlined in this policy letter. The SECNAV 5050/2 must be completed by the stakeholder requesting approval to attend a conference and all costs associated with conference attendance must be reported to the MCIEAST-MCB CAMLEJ RCM quarterly utilizing the template.

(d) Training Exemption. Reference (b) 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 offered.

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(e) Conference Request Submission. All conference hosting and attendance requests will be submitted, via email, to the MCIEAST-MCB CAMLEJ RCM located in the MCIEAST-MCB CAMLEJ, G-8, REA Division. See enclosure (2) for additional conference request submission information.

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

(3) Reporting Requirements. ICMS and MCIEAST-MCB CAMLEJ Staff Department Heads will report conference attendance costs to the MCIEAST-MCB CAMLEJ RCM on a quarterly basis in accordance with the references. Quarterly reporting will include attendance of all conferences, regardless of cost, to include no cost to government conferences. Enclosure (3) will be utilized by the ICMS and MCIEAST-MCB CAMLEJ Staff Department Heads and submitted to the MCIEAST-MCB CAMLEJ RCM, via email, by the fifth working day following the end of a fiscal quarter (January, April, July, and October). Please refer to enclosure (4) for reporting costs associated with conference hosting.

5. Administration and Logistics

a. All conference hosting and attendance requests will be forwarded, via email, to the MCIEAST-MCB CAMLEJ RCM located in the MCIEAST-MCB CAMLEJ, G-8, REA Division. All conference hosting and attendance request forms and reporting templates are available upon request.

b. Point of contact is the MCIEAST-MCB CAMLEJ RCM located at the MCIEAST G-8, REA Division at (910) 451-4150.

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, unless traveling with appropriated funds.

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



ANDREW M. NIEBEL

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CONFERENCE APPROVAL AUTHORITY TABLE

<u>Type of Request</u>	<u>Total Cost Threshold</u>	<u>Approval Authority</u>
Non-DoD sponsored or hosted conferences listed on "Blue List" (High Risk)	>\$250,000	Tier 1
	<\$250,000	After consultation with DALO, single Tier 2 can approve
Non-DoD sponsored or hosted conferences listed on "White List"	>\$250,000	Tier 1
	>\$100,000 up to \$250,000	Tier 2 (multiple)
	<\$100,000	Tier 2 (multiple)
DoN-hosted listed on "Yellow List"	>\$250,000	Tier 1
	>\$100,000 but <\$250,000	Tier 2
	\$100,000 or less	Commander or head of the hosting DoN organization, or if delegated by the commander or head, to any flag officer, and Senior Executive Service (SES) civilian within the hosting organization
Non-DoD sponsored or hosted conferences not listed on a DoN conference list ("Blue", "White", or "Yellow List")	\$100,000 or less total cost and less than \$3,000 per person and less than \$600 per person per day	Supervisors with normal TAD approval authority or if more than 3K/person or \$600/person/day then must be approved one level above supervisor at O-5 or GS-14 level

SUBMISSION OF CONFERENCE REQUESTS

1. Non-DoD Hosted Conferences. MCIEAST Installations and MCIEAST-MCB CAMLEJ Staff Departments requesting to attend a non-DoD hosted conference must submit a SECNAV 5050/2 by their designated conference manager or appropriate representative to the MCIEAST-MCB CAMLEJ RCM for approval and forwarding. In cases where multiple Installations and/or Departments may attend, a single Installation or Department may be designated as the lead, and will be required to submit a single request with all attendees and associated costs. At a minimum, the request must contain the following:

a. Completed SECNAV 5050/2, expected Return on Investment (ROI) to the DON, alternate means for obtaining that ROI without physical attendance, and how it will advance the mission of the DON. Requests forwarded for approval to the MCIEAST-MCB CAMLEJ RCM must be signed by an Installation CO or MCIEAST-MCB CAMLEJ Staff Department Head.

b. Draft agenda.

2. DON Hosted Conferences. MCIEAST Installations and MCIEAST-MCB CAMLEJ Staff Departments planning to host a conference must submit a SECNAV 5050/2 by their designated conference manager or appropriate representative to the MCIEAST-MCB CAMLEJ RCM for approval and forwarding. Only one approval is required for each DON hosted conference. At a minimum, the request must contain the following:

a. Completed SECNAV 5050/2, expected ROI to the DON, alternatives to hosting the event, and how the conference will advance the mission of the DON. Requests forwarded for approval to the MCIEAST-MCB CAMLEJ RCM must be signed by an Installation CO or MCIEAST-MCB CAMLEJ Staff Department Head.

b. Draft agenda.

c. Memorandum of Understanding or Agreement if co-sponsoring with a non-Federal entity. Co-sponsorship agreements should be reviewed by legal counsel prior to submission.

3. Recurring Conferences. Conference approval authorities are authorized to provide one-time approval for recurring DON hosted conferences within the limits of their approval authority. Such approvals may remain valid for no longer than three years.

a. One-time approvals must identify control conditions for continued approval, e.g., cost limits, attendance limits, duration limits, and location restrictions.

b. Each conference event is subject to the reporting requirements identified in this policy letter and its enclosures.

CONFERENCE ATTENDANCE REPORTING TEMPLATE

[illegible]

CONFERENCE HOSTING REPORTING AND ATTENDANCE EXEMPTION

CONFERENCE HOSTING REPORTING REQUIREMENTS

All DON organizations who host conferences with costs in excess of \$20,000 must report the conference in the DoD Conference Report Tool (Tool):

<https://apps.sp.pentagon.mil/sites/DoDConferenceTool/Pages/home.aspx>. DON organizations must enter each conference, and its actual costs, no later than 15 days after the last day of the conference.

DON organizations must upload the conference approval memo in the Tool for all DON-hosted conferences with costs exceeding \$100K.

Per reference (b), DON will make information on any conference with costs exceeding \$20,000 available to the DoD Inspector General.

For conferences approved by MCIEAST and aligned to SECNAV/UNSECNAV, DON organizations must submit the actual costs to DALO within 15 days of the last day of the conference using Conference Request Form (SECNAV 5050/2). DALO Programs and Integration Division will report and validate these conferences. All other reporting and validation is the responsibility of the DON conference host.

ATTENDANCE EXEMPTION

Per reference (b), if an event is determined to be exempt from conference approval requirements, such determination must be approved by a GO/FO/SES in writing with advice of their servicing legal advisor. Exempting organizations will maintain their determinations in accordance with the document management requirements of Section III-5 of reference (b).