



DEPARTMENT OF THE NAVY  
COMMANDER, NAVY INSTALLATIONS COMMAND  
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CNICINST 5050  
NOOC

MAY 9 2011

CNIC INSTRUCTION 5050

From: Commander, Navy Installations Command

Subj: COMMAND AUTHORIZED TRAVEL AND CONFERENCES

Ref: (a) CNIC NOTICE 5050

Encl: (1) Conference Request Template  
(2) After Action Report (AAR) Template

1. Purpose. To establish the command guidelines for travel and conference approval.

2. Background. A significant portion of government funds is spent every year on travel budgets. Involvement by all members of the Command is required in order to ensure that every travel engagement has a Return on Investment (ROI) for Commander, Navy Installation Command (CNIC).

3. Policy. This guidance is provided to determine the supportability for funding CNIC personnel to attend conferences and other meetings or events. All conference requests occurring during a Continuing Resolution (CR) will receive increased levels of scrutiny. The following criteria must be followed in order to authorize travel funding:

- a. Representation covers Enterprise interests
- b. Consistency of CNIC attendance in past year(s)
- c. Deep dive of ROI
- d. Accreditation of the program
- e. Mission-essential

f. Leadership directed versus externally directed. In some circumstances, CNIC may fund an employee's attendance at an event hosted by a non-federal entity if the employee's participation is deemed to be in his or her official capacity. Consult your Staff Judge Advocate for guidance.

g. The convention for the "Travel/Conference Event Title" is:

DDMMM - NX - EVENT TITLE

Example:

30APR - N00 - REGION COMMANDER CONFERENCE

h. Under a CR, travel is permitted but should be limited to urgent business purposes to ensure that the obligation limitations for the CR are maintained. This requires management judgment and discretion.

i. This instruction is applicable to CNIC Headquarters (HQ) only; however, Regions should use it as a reference when providing Regional guidance.

#### 4. Responsibilities

a. CNIC Chief of Staff (COS) is responsible for being the approval authority for all travel and conference requests during a CR, ensuring each request meets the requirements of paragraph 3.

b. N-code Directors and Special Assistants are responsible for being the approval authority for all travel and conference requests, when not operating under a CR, ensuring each request meets the requirements of paragraph 3.

c. CNIC Flag Secretary is responsible for:

(1) Verifying all travel requests and after action reports for each fiscal year are maintained on G2.

<https://g2.cnic.navy.mil/solutions/Travel/Lists/Travel/AllItems.aspx>

(2) Coordinating with iShore personnel to ensure business rules for how to enter travel requests and create AARs on G2 are up to date. Business rules are maintained in the "Travel Request - How To" area.

<https://g2.cnic.navy.mil/solutions/Travel/HowTo/Forms/AllPages.aspx>

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5. Actions

## a. CNIC COS shall:

(1) Coordinate with N-Codes and Special Assistants to generate the list of approved conferences for each fiscal year. This list will be promulgated using reference (a).

(2) Conduct periodic spot checks of submitted AARs.

## b. N-code Directors and Special Assistants shall:

(1) Ensure conference requests using format from enclosure (1) are generated for all requests that meet the requirements of paragraph 3.

(2) During a CR, ensure travel requests are submitted to the front office for the following month no later than the 15<sup>th</sup> of the previous month. Unexpected or emergent travel requests will be handled on a case-by-case basis.

(3) Ensure an AAR using enclosure (2) is submitted within three working days of return to include:

(a) Anticipated and verifiable ROI

(b) Anticipated cost savings (if any)

(c) Initiatives to be taken as a result of the conference

(d) Plan to innovate / implement in order to achieve efficiencies to CNIC

(e) Any other takeaways unique to the conference

(4) Conduct monthly spot checks of AARs submitted by their personnel.

c. CNIC N8 shall provide an updated travel budget to the N-codes and COS.

## d. CNIC travelers shall:

(1) Submit conference requests using format from enclosure (1), ensuring they meet the requirements of paragraph 3.

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(2) Generate an AAR using enclosure (2) within three working days of return from travel.

6. Forms and Reports. Links to enclosures (1) and (2):

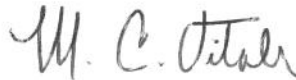
a. Travel Request Template:

<https://g2.cnic.navy.mil/solutions/Travel/default.aspx>

b. After Action Report Template:

<https://g2.cnic.navy.mil/tscnichq/AAR/CNIC%20Travel-Conference%20After%20Action%20Report%202011.docx>

6. Point of Contact. The point of contact for this guidance is the CNIC Flag Secretary.



M. C. VITALE

Vice Admiral, U.S. Navy

Distribution:

Electronic only, via CNIC Gateway

<https://cnicgateway.cnic.navy.mil/HQ/N00/CAPM/DIRPR/Directives/Forms/AllItems.aspx>

# Travel Requests: New Item

## TRAVEL REQUEST INSTRUCTIONS

Travel Requests are NOT sent for approval until the Status is set to Submitted. You can save the Travel Request and come back and enter additional information as long as the status is New. When you are ready for the Travel Request to be approved, edit the Travel Request and change the status to Submitted. You can also change the status request to Submitted when you first create the Travel Request but when you Click OK the Approval process starts. For more information, review the [How To Guide](#)

Attach File | Spelling... \* indicates a required field

Travel/Conference Event Title *	<input type="text"/>
Status	New
Region *	EURAFSWA
Area *	N00
Travel Start Date	<input type="text"/>
Conference Start Date	<input type="text"/>
Conference End Date	<input type="text"/>
Travel End Date	<input type="text"/>
Travel/Conference Purpose	<div style="border: 1px solid gray; padding: 5px;"><p>Describe overall purpose/expected outcomes, provide explanation of why in-person conference is required and benefits to be gained</p></div>
AAR Required	<input checked="" type="checkbox"/>
Attendance in Past Years	<div style="border: 1px solid gray; padding: 5px;"><p>Describe consistency of CNIC attendance in past years</p></div>
Program Accreditation	<div style="border: 1px solid gray; padding: 5px;"><p>Describe the accreditation of the program</p></div>
Mission Essential	<div style="border: 1px solid gray; padding: 5px;"><p>Describe why this is Mission Essential</p></div>
Leadership Directed	<input type="text"/>

Enclosure (1)

Remote Collaboration

Describe why VTC, Teleconference, Gateway, or other collaboration means will not achieve desired outcome

Hosting Command

Location

Participants

Provide total number of anticipated attendees and describe intended audience e.g. Regional PD's, other commands, HQ Staff, external consultants, trainers, etc.

Number of CNIC Attendees

CNIC Attendees

Enter users separated with semicolons.

Cost to CNIC (per person)

Facility Fees

Catering and Conference Fees

Actual TAD/TDY Costs

If separate from attendee's per diem cost

Other Costs

List of Issues/Tasks

Speaker, Instructors, Training Materials

Problems Shared

Provide a list of issues or tasks to be discussed/resolved

Return on Investment (ROI)

Describe what CNIC's return on Investment will be

Comments

AAR Link

Type the description

# CNIC Travel After Action Report

Select:

N00  N1  N3  N4  N5  N6  N7  N8  N9

C&S  IG  iSHORE  FJA  CACO  OGC  PAO  RPO  SSC  EEO

<b>TRAVEL/CONFERENCE INFORMATION</b>	
<b>Travel/Conference Event / Title</b>	
<b>Travel/Conference Start Date</b>	Click here to enter a date.
<b>Conference End Date</b>	Click here to enter a date.
<b>Participants</b> (Provide total number of attendees and describe audience, e.g. Regional PD's, other Commands, HQ staff, external consultants, trainers, etc.)	
<b>Actual Cost to CNIC</b>	
<b>Anticipated &amp; Verifiable ROI</b>	
<b>Anticipated Cost Savings</b>	
<b>Initiatives to be taken as a result of the conference</b>	
<b>Plan to innovate/implement in order to achieve efficiencies to CNIC</b>	
<b>Any other takeaways unique to the conference (and any additional info requested by the COS/Front Office)</b>	