

UNCLASSIFIED/

Originator: Jon.Turner
DTG: 072017Z Nov 11
From: DHN SECNAV WASHINGTON DC(UC)
To: ALNAV
CC: SECNAV WASHINGTON DC, CNO WASHINGTON DC(uc), CMC WASHINGTON DC(uc)
Primary Precedence: ROUTINE
Classification: UNCLASSIFIED/
Message Type: OTHER-ORGANIZATIONAL
Subject: INTERIM CONFERENCE APPROVAL GUIDANCE//

FM SECNAV WASHINGTON DC
TO ALNAV
INFO SECNAV WASHINGTON DC
CNO WASHINGTON DC
CMC WASHINGTON DC

BT

UNCLAS

ALNAV 072/11

MSGID/GENADMIN/SECNAV WASHINGTON DC/NOV//
SUBJ/INTERIM CONFERENCE APPROVAL GUIDANCE//
REF/A/OMB/21SEP2011//
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REF/C/OSD/YMD:20110314/
REF/D/HTTPS://WWW.CAPE.OSD.MIL/COSTGUIDANCE/
REF/E/DONAA/YMD:20110127/
REF/F/SECDEF/YMD:20101227/

AMPN/REF A IS OFFICE OF MANAGEMENT AND BUDGET (OMB) MEMO M-11-35 WHICH DIRECTS A THOROUGH REVIEW OF PROCEDURES FOR CONFERENCES AND CONFERENCE RELATED ACTIVITIES AND EXPENSES. REF B IS DEPUTY SECRETARY OF DEFENSE MEMO TO DIRECTOR, OMB WHICH CERTIFIED AND REINSTATED CONFERENCE APPROVAL AUTHORITIES ACROSS THE DEPARTMENT OF DEFENSE (DOD) AND IDENTIFIED FOUR GOALS FOR DOD TO IMPROVE POLICIES AND CONTROLS ASSOCIATED WITH CONFERENCES. REF C IS OFFICE OF THE SECRETARY OF DEFENSE (OSD) MEMO ANNOUNCING SECRETARY OF DEFENSE DECISIONS ON EFFICIENCY INITIATIVES. REF D IS THE DOD COST GUIDANCE PORTAL WEBPAGE. REF E IS DEPARTMENT OF THE NAVY ASSISTANT FOR ADMINISTRATION (DON/AA) MEMO WHICH PROVIDES DEPARTMENT OF THE NAVY (DON) SECRETARIAT GUIDANCE ON CONSIDERATION OF COSTS IN DON DECISION MAKING. REF F IS SECDEF MEMO WHICH PROVIDES DOD GUIDANCE ON CONSIDERATION OF COSTS IN DOD DECISION MAKING.//

RMKS/1. PER REF A, THE PRESIDENT HAS DIRECTED A THOROUGH REVIEW OF THE POLICIES AND CONTROLS ASSOCIATED WITH CONFERENCES AND CONFERENCE RELATED ACTIVITIES AND EXPENSES. IT IS IMPERATIVE THAT THE DON EXERCISE STRICT FISCAL RESPONSIBILITY FOR PLANNING AND CONDUCTING DON-SPONSORED CONFERENCES. WHEN IT IS DETERMINED THAT ONLY A CONFERENCE WILL SUFFICE TO ACCOMPLISH OFFICIAL BUSINESS, I WILL HOLD DON LEADERSHIP ACCOUNTABLE FOR ENSURING THAT ALL CONFERENCE-RELATED EVENTS COMPLY WITH LAW, REGULATION AND POLICY THAT OVERALL COSTS ARE REDUCED AND WASTE IS ELIMINATED IN CONFERENCE PLANNING AND EXECUTION. I AM DESIGNATING THE DEPARTMENT OF THE NAVY ASSISTANT FOR ADMINISTRATION (DON/AA) AS THE PROPONENT FOR ALL DON CONFERENCE POLICY. EACH ORGANIZATION THAT SPONSORS A CONFERENCE MUST APPOINT A CONFERENCE MANAGER WHO WILL BE THE APPROVAL AUTHORITY'S PRIMARY POINT OF CONTACT FOR CONFERENCES.

2. EXPERIENCE HAS SHOWN THAT CONFERENCES ARE AN EXPENSIVE MEANS TO TRAIN, PLAN, COLLABORATE AND DISSEMINATE INFORMATION. REF B IDENTIFIES FOUR GOALS OF THE DEPARTMENT OF DEFENSE WITH REGARD TO CONFERENCE PLANNING: (1) REDUCE COSTS IN OPERATIONS; (2) IMPROVE INTERNAL CONTROLS; (3) REDUCE THE USE AND FREQUENCY OF CONFERENCES; AND (4) SUBSTITUTE TECHNOLOGY FOR TRAVEL WHEREVER PRACTICAL INCLUDING, BUT NOT LIMITED TO, VIDEO TELECONFERENCING. I CHARGE EACH OF YOU TO REDUCE COSTS AND ELIMINATE WASTE IN CONFERENCE PLANNING AND EXECUTION.

3. APPROVAL AUTHORITIES

A. THE DON/AA IS THE APPROVAL AUTHORITY FOR ALL DON CONFERENCES THAT MEET EITHER OF THE FOLLOWING CRITERIA:

(1) TOTAL CONFERENCE COSTS ARE GREATER THAN OR EQUAL TO \$500K (TO INCLUDE PERSONNEL/MANPOWER COSTS (LABOR) FOR THOSE PLANNING, EXECUTING, OR OVERSEEING THE CONFERENCE OR CONFERENCE RELATED ACTIVITIES); OR

(2) THE CONFERENCE IS HELD IN CONJUNCTION WITH A NON-FEDERAL ENTITY (NFE).

B. FOR CONFERENCES WITH TOTAL CONFERENCE COSTS BETWEEN \$100K AND \$500K AND NOT HELD IN CONJUNCTION WITH AN NFE, THE APPROVAL AUTHORITIES ARE:

(1) THE ASSISTANT SECRETARIES OF THE NAVY AND THE GENERAL COUNSEL FOR THEIR SUBORDINATE OFFICES, THE DON/AA FOR THE DEPUTY UNDER SECRETARIES OF THE NAVY, NAVY CHIEF OF INFORMATION, CHIEF INFORMATION OFFICER, JUDGE ADVOCATE GENERAL, INSPECTOR GENERAL, AUDITOR GENERAL, SEXUAL ASSAULT PREVENTION AND RESPONSE OFFICE, OFFICE OF SMALL BUSINESS PROGRAMS, DIRECTOR, NAVAL CRIMINAL INVESTIGATIVE SERVICE, AND OPERATIONS INTEGRATION GROUP;

(2) FOR THE NAVY AND THE OPNAV STAFF: THE DIRECTOR, NAVY STAFF (DNS);

(3) FOR THE MARINE CORPS AND HEADQUARTERS MARINE CORPS STAFF: THE DIRECTOR, MARINE CORPS STAFF (DMCS).

C. FOR CONFERENCES WITH TOTAL CONFERENCE COSTS LESS THAN OR EQUAL TO \$100K, THE APPROVAL AUTHORITIES ARE:

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(2) FOR THE NAVY, ECHELON II COMMANDERS WHO ARE FLAG OFFICERS OR SENIOR EXECUTIVE SERVICE (SES) MEMBERS; FOR ALL OTHERS, DNS. (3) FOR THE MARINE CORPS, CG, I, II, AND III MEFS, COMMARFORPAC, COMMARFORCOM, CG MCCDC, CG TECOM, COMMARFORRES, COMMARCORLOGCOM, CG MCRC, CG MCICOM, CG MAGTF/TC/MCAGCC.

D. CONFERENCES ASSOCIATED WITH COCOM COMPONENT RESPONSIBILITIES WILL BE COVERED UNDER THE JOINT STAFF APPROVAL AUTHORITY.

4. ALL CONFERENCE REQUESTS WILL BE SIGNED BY A FLAG OR GENERAL OFFICER, OR MEMBER OF THE SENIOR EXECUTIVE SERVICE AND STAFFED THROUGH THE CHAIN OF COMMAND TO THE APPROPRIATE CONFERENCE APPROVAL AUTHORITY. BY SIGNING THE CONFERENCE REQUEST, THESE SENIOR OFFICIALS ARE ATTESTING TO THE ACCURACY OF THE STATEMENTS IN THE REQUEST, INCLUDING THE NECESSITY FOR THE CONFERENCE, THE COST-BENEFIT ANALYSIS AND THE COST ESTIMATES.

5. ALL CONFERENCES THAT WERE APPROVED CONSISTENT WITH THE REFERENCES, OTHER LAWS, REGULATIONS, DIRECTIVES, AND POLICIES PRIOR TO 21 SEPTEMBER 2011 MAY BE EXECUTED AS APPROVED.

6. AS DEFINED BY THE JOINT FEDERAL TRAVEL REGULATIONS/JOINT TRAVEL REGULATIONS (JFTR/JTR), A "CONFERENCE" IS A MEETING, RETREAT, SEMINAR, SYMPOSIUM OR EVENT THAT INVOLVES ATTENDEE TRAVEL. EVENTS INCLUDED IN THIS DEFINITION NORMALLY REQUIRE REGISTRATION, AN AGENDA, AND SCHEDULED SPEAKERS OR DISCUSSION. THIS DEFINITION DOES NOT INCLUDE:

A. EVENTS NECESSARY TO CARRY OUT THE STATUTORY COMMAND AND STAFF OVERSIGHT FUNCTIONS OF THE DEPARTMENT OF THE NAVY, INCLUDING INVESTIGATIONS, INSPECTIONS, AUDITS OR SITE VISITS;

B. SERVICE-ENDORSED TRAINING;

C. REGULARLY SCHEDULED COURSES OF INSTRUCTION CONDUCTED AT A GOVERNMENT OR COMMERCIAL TRAINING FACILITY; HOWEVER, THIS EXCLUSION DOES NOT APPLY TO COURSES HELD IN A NON-TRAINING COMMERCIAL FACILITY, SUCH AS A HOTEL OR CONFERENCE CENTER.

7. AT A MINIMUM, THE FOLLOWING GUIDELINES APPLY:

A. THE SPONSORING DON COMMAND, ORGANIZATION OR ACTIVITY WILL SUBMIT A COMPLETE AND FULLY COORDINATED CONFERENCE REQUEST THROUGH THE APPROPRIATE COMMAND STRUCTURE TO THE APPROVAL AUTHORITY NO LATER THAN 60 DAYS BEFORE THE START DATE OF THE CONFERENCE. IF THE SPONSOR EXPECTS TO ACQUIRE CONTRACTOR SUPPORT AND/OR FACILITIES CONTRACTS, THE CONFERENCE REQUEST MUST BE APPROVED BEFORE CONTRACT AWARD.

B. ALL CONFERENCE REQUESTS WILL INCLUDE:

(1) A JUSTIFICATION FOR THE NUMBER OF ATTENDEES AND LENGTH OF THE CONFERENCE (BOTH SHOULD BE STRICTLY DETERMINED BY MISSION REQUIREMENTS). INCLUDE ESTIMATED TRAVEL, TRANSPORTATION AND LODGING COSTS OF ATTENDEES; DO NOT INCLUDE SALARIES OF ATTENDEES.

(2) AN ESTIMATE OF THE TOTAL COST OF THE CONFERENCE, IN ACCORDANCE WITH REFS C, D, E, AND F INCLUDING PERSONNEL/MANPOWER COSTS (LABOR) (PER REF D, INCLUDE PERSONNEL/MANPOWER COSTS (LABOR) FOR THOSE PLANNING, EXECUTING, OR OVERSEEING THE CONFERENCE OR CONFERENCE RELATED ACTIVITIES);

(3) A DETAILED AND ACCURATE COST BENEFIT ANALYSIS, WHICH INCLUDES AN EXPLANATION OF OTHER OPTIONS CONSIDERED (VIDEO TELECONFERENCE, TRAIN-THE-TRAINER AND SO ON); CONSIDERATION OF THE FREQUENCY FOR RECURRING EVENTS; AS WELL AS INFORMATION ON ALTERNATIVE SITE SELECTION;

(4) AN AGENDA LISTING ALL PLANNED SPEAKERS, PROGRAMS, CEREMONIES AND OTHER ACTIVITIES. SPECIFY ANY AFTER-HOUR EVENTS OR 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 BREAKOUT SESSION. ADDITIONAL EVENTS WILL NOT BE CONSIDERED IF THEY WILL RESULT IN THE EXTENSION OF CONFERENCE ATTENDEES IN TEMPORARY DUTY (TDY) STATUS OR DELAY THE ATTENDEES' RETURN TO THEIR DUTY STATIONS.

(5) MILITARY INSTALLATIONS OR OTHER GOVERNMENT FACILITIES AS THE FIRST CHOICE FOR CONFERENCE LOCATIONS. IF NO MILITARY OR GOVERNMENT-PROVIDED FACILITY CAN MEET CONFERENCE REQUIREMENTS, THE JFTR/JTR REQUIRES THAT A MINIMUM OF THREE GEOGRAPHIC SITES BE EVALUATED AND CONSIDERED FOR CONFERENCES WITH MORE THAN 30 ATTENDEES IN A TEMPORARY DUTY STATUS BEFORE THE SELECTION OF ANY ONE SITE FOR THE CONFERENCE, UNLESS AN OVERRIDING OPERATIONAL REASON CAN BE SHOWN FOR HOLDING THE CONFERENCE IN A SPECIFIC CITY.

(6) LODGING AND MEALS, EXCEPT FOR LOCAL ATTENDEES (AS DEFINED BY THE JFTR/JTR). LODGING AND MEALS WILL NOT BE AUTHORIZED OR PROVIDED AT GOVERNMENT EXPENSE TO LOCAL ATTENDEES. IF MEALS ARE PROVIDED FOR PERSONNEL IN A TDY STATUS, THE COMMAND OR ORGANIZATION SPONSORING THE CONFERENCE MUST IDENTIFY THE COST OF EACH MEAL, WHETHER IT IS INCLUDED IN A REGISTRATION FEE OR CONTRACTED FOR SEPARATELY; ENSURE THAT THE APPROPRIATE PROPORTIONAL MEAL RATE IS USED; AND ISSUE A NOTICE TO ALL ATTENDEES TO ENSURE THAT THEY CORRECTLY ANNOTATE TRAVEL VOUCHERS. THE COST OF MEALS THE GOVERNMENT PROVIDES MUST NOT EXCEED THE PER DIEM RATE FOR THAT LOCATION.

(7) A SECURITY ASSESSMENT, INCLUDING THREAT AND VULNERABILITY ASSESSMENTS FOR THE CONFERENCE FACILITY SITE AND ANY SPECIFIC SECURITY REQUIREMENTS FOR THE CONFERENCE FACILITY. CONFERENCES HELD ON GOVERNMENT OR MILITARY INSTALLATIONS MAY HAVE DIFFERENT REQUIREMENTS THAN THOSE IN COMMERCIAL FACILITIES, SO CHECK APPLICABLE SECURITY REGULATIONS.

8. FACTORS TO BE CONSIDERED WHEN DETERMINING A CONFERENCE SITE:

(A) AVAILABILITY OF ROOMS AT THE ESTABLISHED PER DIEM RATES;

(B) TRAVEL DISTANCE FOR THE MAJORITY OF ATTENDEES;

(C) TRAVEL COSTS, INCLUDING LOCAL TRAVEL AND GROUND TRANSPORTATION. USE OF RENTAL CARS SHOULD BE MINIMIZED AND ONLY AUTHORIZED WHEN CARPOOLING, SHUTTLES, TAXIS, OR GOVERNMENT VEHICLES ARE IMPRACTICAL OR MORE COSTLY; AND

(D) CONSIDERATION OF LOWER, OFF-SEASON HOTEL RATES AND THEIR WILLINGNESS TO EXEMPT TAXES FOR LODGING.

9. ALL CONFERENCE-RELATED CONTRACTS MUST BE SIGNED BY A WARRANTED CONTRACTING OFFICER OR, WHEN AUTHORIZED, A GOVERNMENT PURCHASE CARDHOLDER. EVERY ATTEMPT MUST BE MADE TO REDUCE AUDIO VISUAL EQUIPMENT RENTAL COSTS AND SUPPORT COSTS.

10. 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.

11. REPORTING. SEMI-ANNUAL REPORTS ARE REQUIRED. DON/AA WILL PUBLISH INSTRUCTIONS AND A TEMPLATE FOR THIS REPORTING REQUIREMENT.

12. REQUESTS FOR EXCEPTIONS TO DON CONFERENCE POLICY WILL BE FORWARDED THROUGH THE CHAIN OF COMMAND TO THE DON/AA FOR CONSIDERATION.

13. THE AUDITOR GENERAL OF THE NAVY WILL CONDUCT AN AUDIT OF CONFERENCES IN JANUARY 2012 TO VERIFY THAT INTERNAL CONTROLS OVER THE ATTENDANCE AND COSTS OF DON CONFERENCES ARE IN PLACE AND OPERATING EFFECTIVELY.

14. RELEASED BY RAY MABUS, SECRETARY OF THE NAVY.//

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TO ALNAV

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SUBJ/ INTERIM CONFERENCE APPROVAL GUIDANCE //

REF/A/OMB/21SEP2011//

REF/B/DEPSECDEF/YMD:20111101/

REF/C/OSD/YMD:20110314/

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UNDER SECRETARIES OF THE NAVY, NAVY CHIEF OF INFORMATION, CHIEF INFORMATION OFFICER, JUDGE ADVOCATE GENERAL, INSPECTOR GENERAL, AUDITOR GENERAL, SEXUAL ASSAULT PREVENTION AND RESPONSE OFFICE, OFFICE OF SMALL BUSINESS PROGRAMS, DIRECTOR, NAVAL CRIMINAL INVESTIGATIVE SERVICE, AND OPERATIONS INTEGRATION GROUP;

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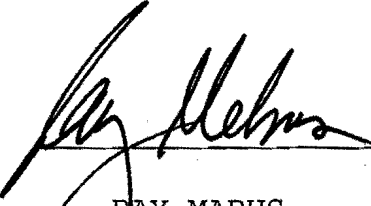
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