



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

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COMBAT CENTER BULLETIN 7000

From: Commanding General
To: Distribution List

Subj: CONFERENCE ATTENDANCE REQUESTS, CONFERENCE HOSTING REQUESTS, AND
NON-MISSION CRITICAL TRAVEL MANAGEMENT

Ref: (a) OMB Memo of 11 May 2012
(b) USN Delegation of Conference Approval Authority of 2 Oct 12
(c) DCMO DoD Conference Guidance of 23 Sep 15
(d) Conference Templates: <http://www.29palms.marines.mil/Staff/GIManpower/AdjutantOffice/Templates.aspx>

1. Situation. Reference (a) was issued to promote further efficiency and cost consciousness in the Federal government's operations. The current fiscal environment demands that all Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) leaders critically examine every aspect of the business enterprise to improve effectiveness and to drive down the cost of business operations.

2. Cancellation. CCBul 7000 of 29 January 2016.

3. Mission. To establish and publish procedures for attending or hosting conferences, and non-mission critical travel, in accordance with (IAW) the references.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. MAGTFTC, MCAGCC commanders and staff at all levels will ensure resources are responsibly managed when executing conferences, and when authorizing MAGTFTC, MCAGCC personnel to attend conferences hosted by others. Commanders will assess necessity and cost when conferences are recommended as a method to achieve a particular mission critical objective. It is not the intent of this Bulletin to negatively impact operations critical to the day-to-day execution of our mission, but rather, to provide command oversight ensuring we are operating prudently and within the intent of the references.

(2) Concept of Operations

(a) References (a) through (c) establish the Department of Defense (DoD) and Department of the Navy conference approval authorities. Reference (c) has three major changes from previous guidance.

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(b) The G-1 Adjutant is the designated Conference Manager for MAGTFTC, MCAGCC.

(c) All subordinate commands will designate a travel point of contact (POC) from their staff to coordinate conference attendance or conference hosting requests.

(d) All conference attendance or hosting requests will be routed through their POCs for review, prior to being routed through the chain of command for endorsement and consideration.

(e) All conference attendance or hosting requests will be endorsed prior to being routed to the Commanding General (CG) MAGTFTC, MCAGCC, and CG Training and Education Command (TECOM) (G-8), for approval, recommendation, and forwarding to higher headquarters (HHQs).

b. Subordinate Element Missions

(1) Commanding Officers, ACs/S, Officers-in-Charge, and Special Staff Officers

(a) Temporary Additional Duty (TAD)

1. Non-Mission Critical Travel and Onboard Installation Training Travel Requests. Route all non-mission critical/onboard installation training (i.e. mission essential or enhancing) requests through the chain of command using the "Regular TAD Req" template, see reference (d). **NOTE: Formal schools training, which is funded directly by TECOM, does not require additional approval.**

2. For regular TAD attendance not classified as a conference attendance request, per this Bulletin, O-5 or GS-14 (division heads and higher) level commands and directorates have approval authority.

(b) Conference Attendance or Conference Hosting Requests

1. Ensure the travel POC is aware they will be coordinating these requests.

2. Timely Submission. Submit requests seven weeks prior to the event start date. This allows TECOM and higher headquarters time to process the request. **Approval is required before any obligations are made to attend the conference.**

3. Scrutinize all conference attendance requests for travel, IAW this Bulletin and the references. Submit all conference attendance requests and conference hosting requests to the MAGTFTC, MCAGCC Conference Manager. See reference (d) for all required documents.

4. Reporting Requirements. The tracking of attendance at conferences is reportable when: The approving official has reason to believe

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that a conference will cost more than \$100,000, and approval authority for attendance at such conferences is delegated to the lowest appropriate level, as follows:

a. Supervisors with Temporary Duty authority for conferences costing less than \$3,000 per attendee, and less than \$600 per day, per attendee;

b. Supervisors one level up, at grade of O-5 or GS-14 (or equivalent), for conferences costing \$3,000 or more per attendee, or \$600 or more per day, per attendee.

The approving authority is responsible for determining that conference attendance is appropriately related to the performance of the DoD attendee's official duties, and the expense of attendance is justified on that basis.

(2) Assistant Chief of Staff (AC/S) G-1, Adjutant

(a) Designated as the MAGTF/TC, MCAGCC Conference Manager.

(b) IAW reference (c), compile conference attendance requests and hosting conference requests for CG review. Ensure the conference request is mission critical and all templates are completed and submitted with the package for CG recommendation/signature.

(c) Upon receiving the CG's endorsement, submit the package to the TECOM G-8, via the Department of the Navy (DON) Tasking, Records, and Consolidated Knowledge Enterprise Repository (Tracker), for further routing.

(d) If a request is submitted without the seven week lead time, ensure persistent efforts are made to track the status of the request/approval.

(e) Reporting Requirements. Report, as required, per reference (c), Section VI Reporting.

c. Coordinating Instructions. All conference requests will be submitted, via hard copy, to the MAGTF/TC, MCAGCC Conference Manager, IAW the applicable instructions contained within this Bulletin and the templates posted on the Adjutant's website, see reference (d).

(1) Conference Alternatives

(a) Prior to submitting a conference request, it is the responsibility of each commander, AC/S, and special staff officer to be innovative when determining the availability of alternative methods such as video teleconference, Web Seminars, and Defense Collaboration Services.

(b) If neither of these forums is possible, it must be confirmed and stated in the request that attendance at the requested conference is mission critical, cost effective, and an alternative means of delivering the relevant information has been considered.

(2) Conference attendance or conference hosting requests that fall under Section III, Section 3a and c of reference (c) can only be approved at HHQs.

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(3) Timeliness. Timeliness of submission is critical in approval of a conference request. All requests are endorsed by TECOM G-8, forwarded to the Director, Administration and Management Division; Deputy Commandant, Programs and Resources; and, for final approval, to the Director of Marine Corps Staff, via DON Tracker. Therefore, requests should be submitted to the MAGTFTC, MCAGCC Conference Manager at least seven weeks prior to the registration for, or the start date of, the conference, whichever is earlier. **NOTE: Requests submitted inside this window may not be reviewed and approved by HHQs prior to the conference, and these late requests may be denied due to insufficient processing time.**

(4) Attending. It is the responsibility of each command and staff directorate to verify that conference attendance is mission critical, when preparing a package. The MAGTFTC, MCAGCC Conference Manager will aid the staff in determining if an event should be classified as a conference, as defined by reference (c).

(a) Refer to reference (c) for the definition of a conference and which expense items must be identified in your total cost.

(b) Once the event has been identified as a conference, the command/directorate requesting attendance must complete the "Unit Conf Attend Req" templates, located in reference (d), and route through the chain of command. Commands that are sending attendees to a DoD-hosted conference may rely on the approval obtained by the conference host.

1. Refer to reference (d) for conference attendance documents/templates that are required to be forwarded to HHQs for approval.

2. All conference attendance must be deemed mission critical. In 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.

(5) Conference Hosting. When it is determined that only a conference will suffice to accomplish official business, MAGTFTC, MCAGCC leaders must ensure that all conferences comply with all laws, regulations, and policies. Refer to reference (c), Section IV and V, to see the definition of a conference, and which expense items must be identified in your total cost, for the event being considered. The templates for conference hosting are located in reference (d).

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

5. Administration and Logistics

a. The G-1 Adjutant's Office will be the central coordination point for all activities outlined in this Bulletin and will provide amplifying guidance, as necessary.

b. This Bulletin does not supersede directives or guidance outlined in the references or law.

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c. Directives issued by this Headquarters are published and distributed electronically and can be found at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Bulletins.aspx>.

6. Command and Signal

a. Command. This Bulletin is applicable to all personnel, civil service, non-appropriated fund, and all units under the cognizance of the CG MAGTFTC, MCAGCC.

b. Signal. This Bulletin is effective the date signed.


J. F. HARP
Chief of Staff

Distribution: A