



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

5050
ORG CODE
Date

From: Commanding Officer/Assistant Chief of Staff/Director
To: Staff Director, Headquarters Marine Corps, 3000 Marine Corps Pentagon, Washington, DC 20350-3000
Via: (1) Commanding General, Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center
(2) Commanding General, Training and Education Command (AC/S G-8)
(3) Director, Administration and Resource Management Division
(4) Deputy Commandant, Programs and Resources
Subj: REQUEST TO ATTEND (COMPLETE NAME OF CONFERENCE AND ASSOCIATED CONFERENCE DATES) [ALL CAPS] [Use title from conference website]
Ref: (a) DSD Memorandum of 23 Sep 15
(b) USN memo, Delegation of Conference Approval Authority, 2 Oct 2012
(c) ASN(FM&C) Budget Guidance memo BG13-3B, 25 Mar 2014
(d) JTR/JFTR
(e) DoD 5500.07-R, Joint Ethics Regulations
Encl: (1) Conference Brief Sheet Only
(2) Attendees by Name
(3) Conference Agenda
(4) Transportation Analysis (*required if requesting rental cars*)

1. In accordance with the references, this request to attend the subject conference is submitted for your endorsement. The following conference information is provided:

- a. Conference Host:
- b. Conference Dates: [*Do not include travel days*]
- c. Conference Location: [*Include venue, city, state*]
- d. Estimated Number of Attendees: [*Total #, # TAD, # local*]
- e. Total Cost: [*From encl (1)*]
- f. Cost per person for this event: [*Total cost/Total attendees*]
- g. Cost per person, per day: [*Calculate this value based only upon the length of the conference, do not include travel days.*]

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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, 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 CEUs cannot be obtained in another manner.).

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 reduced by having attendee drive POV (\$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 of 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 costs by 30% from 2012-2013).

- If **\$3,000 per person** and/or **\$600 per person per day** are exceeded, include a detailed explanation of the costs
- 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 (Provide your command POC with phone number and email).

SIGNATURE BLOCK