



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

CCO 5050.7B
G-1 A
JUN 13 2024

COMBAT CENTER ORDER 5050.7B

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 12
(b) USN Delegation of Conference Approval Authority of 2 Oct 12
(c) DCMO DoD Conference Guidance, Version 4.0 of 26 Jun 16
(d) ALNAV 011/17
(e) DCMO ltr 5050 AR dtd 20 Nov 17

Encl: (1) OPNAV 5050/11 (REV 09-2017) Conference Request Form
(2) Travel Approval Request Letter
(3) Flow Charts

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. CCO 5050.7A.

3. Mission. To establish and publish procedures for attending or hosting conferences, and non-mission critical travel, in accordance with (IAW) the references and to ensure the following conference approval authorities are adhered to.

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 Department of Defense (DoD) sponsored or hosted conferences and non-DoD sponsored or hosted conferences.

(a) "Conference" is defined in the Joint Travel Regulation as, "[a] meeting, retreat, seminar, symposium, or event that involves attendee travel. The term 'conference' also applies to training activities that are considered to be conference under 5 CFR 410.404."

(b) Commanders will assess necessity and cost when conferences are recommended as a method to achieve a particular mission critical

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objective. It is not the intent of this Order 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) Conference Approval Authorities

1. Approval Authority for all Conferences Costing in excess of \$100,000 (both DoD-Sponsored or Hosted Conferences and Non-DoD-Sponsored or Hosted Conferences). IAW the Office of Management and Budget guidance, DoD organizations should not incur net expenses to the DoD greater than \$500,000 on a single conference, unless the relevant approval authority official issues a waiver. The approval authority for such waiver is delegated to Tier 1 Department of the Navy (DON) approval officials without further delegation. A waiver must be documented in writing. Conferences without a total cost of \$100,000 but not more than \$500,000, approval authority is delegated to Tier 1 DON and Tier 2 Commandant of the Marine Corps (CMC) approval officials without further delegation.

2. Approval Authority for DoD-Sponsored or Hosted Conferences Costing \$100,000 or Less. DoD-sponsored or hosted conferences with a total cost of \$100,000 or less, approval authority is delegated to Tier 1 DON and Tier 2 CMC approval officials, and to the Commander or director of the DoD unit or organization sponsoring or hosting the conferences, who may further delegate such authority to one or more officials who are general or flag officers.

3. Approval Authority for Non-DoD Sponsored or Hosted Conference Costing \$100,000 or Less. Approval authority for conferences with a total cost of \$100,000 or less not sponsored or hosted by DoD is delegated to the lowest appropriate level, as follows.

a. For conferences estimated to cost \$3,000 or more per attendee or \$600 or more per day per civilian employee or military members, approval is delegated to officials who are at the grade of O-5, GS-14, or equivalent, and at least one level above the supervisors with normal temporary additional duty (TAD) approval authority.

b. For conferences estimated to cost less than \$3,000 per attendee and less than \$600 per day per civilian employee or military member, and for no-cost conferences, approval authority is delegated to supervisors with normal TAD approval authority.

4. Paragraph 5 of reference (e) provides a list of Tier 3 officials that are authorized to approve conference hosting and attendance requests costing \$100,000 or less. Tier 3 officials are authorized to delegate approval authority for conference hosting and attendance request costing \$50,000 or less to subordinate general officers and members of the senior executive service.

(b) Conference Approval Procedures

1. References (a) through (c) establish the DoD and DON conference approval authorities.

2. The MAGTF/TC/MCAGCC G-1/Manpower (Mnpr) Adjutant Chief is the designated Conference Manager for MAGTF/TC/MCAGCC.

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

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

5. 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 forwarded to higher headquarters (HHQs).

b. Subordinate Element Missions

(1) Commanding Officers, Assistant Chiefs of Staff (ACs/S), Officers-in-Charge, Directors (DivDirs), and Special Staff Officers (SSOs)

(a) 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 Temporary Duty Assignment" request template, see enclosure (2). Enclosure (2) may be obtained at <https://www.29palms.marines.mil/Staff-Offices/Resource-Management-Directorate/Adjutant/#combat-center-templates-guidance>. 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 Order, O-5 or GS-14 (division heads and higher) level commands and directorates have approval authority.

(b) Conference Attendance and Conference Hosting Requests

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

a. Timely Submission. Submit requests 70 days prior to the event start date. This allows TECOM and HHQs the ample amount of time to process the request. Approval is required before any obligations are made to attend the conference.

b. Scrutinize all conference attendance requests for travel, IAW this Order and the references. Ensure attendance is appropriately related to the performance of the employee's/military member's official duties and that the expense of attendance is justified on that basis. Submit all conference attendance requests to the MAGTFTC, MCAGCC Conference Manager via the G-1/Mnpr Adjutant Office. See paragraph 4.a. (2)(a) for authority parameters and enclosures (1) and (2) for all required documents.

2. Conference Hosting. Ensure the travel POC is aware they will be coordinating these requests.

a. Timely Submission. Submit requests 70 days prior to the initial obligation of funds for hosting a conference. This allows TECOM and higher headquarters time to process the request. Approval is required

before any obligations are made to host the conference. See reference (c), Section III, Section 11.

b. Scrutinize all conference hosting requests IAW this Order and the references. Submit all conference hosting requests to the MAGTFTC, MCAGCC Conference Manager, via the G-1/Mnpr Adjutant Office. See paragraph 4.a. (2)(a) for authority parameters and enclosure (1) for all required documents.

c. Conference Hosting Reporting Requirements

(1) The tracking of hosting conferences is reportable when the approving official has reason to believe that a conference will cost more than \$100,000. The data will be reported through the DoD Conference Tool and will be validated by TECOM G-8 prior to posting.

(2) Ongoing Reporting. For DoD-hosted conferences where the total conference expenses associated with each conference are in excess of \$20,000, each conference will be entered into the DoD Conference Tool within 15 days of the conference being held. See reference (c), page 16, for the required information.

(c) For the purposes of determining the costs per day, all costs, including travel costs, must be averaged over every day on which a substantive portion of the conference occurs and does not include travel days, receptions, and social activities.

(d) 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) G-1/Mnpr, Adjutant Office

(a) Designated as the MAGTFTC, MCAGCC Conference Manager.

(b) IAW reference (c), compile conference attendance requests, and/or hosting conference requests for CG review. Ensure the conference request is mission critical and enclosure (1) is completed and submitted with for CG recommendation/signature.

(c) Upon receiving the CG's endorsement, submit the package to the TECOM G-8, via the DON, Enterprise Tracking Management System (ETMS), for further routing.

(d) If a request is submitted without the 70 days 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.

(3) Office of the Staff Judge Advocate (OSJA). Per reference (d), if an event is determined to be exempt from conference approval requirements, such determination must be reviewed by the OSJA prior to CG approval.

c. Coordinating Instructions. All conference requests will be submitted, via the SharePoint Electronic Routing to the MAGTFTC, MCAGCC Conference Manager, IAW the applicable instructions contained within this

Order and enclosure (1), which is posted on Naval Forms Online (NFOL). Enclosure (3) is the flow process for all three of these requests.

(1) Document Management. All electronic records of documentation used in making a decision for conference attendance/hosting, will be kept for not less than five years, per reference (c).

(2) Conference Alternatives

(a) Prior to submitting a conference hosting or conference attending request, it is the responsibility of each commander, ACs/S, DivDirs, and SSOs to be innovative when determining the availability of alternative methods such as video teleconference, Web Seminars, and Defense Collaboration Services.

(b) If none of these forums are 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.

(3) Conference attendance or conference hosting requests that fall under Section III, Sections 3a, d, f, and g, of reference (c). This may only be approved at HHQs.

(4) Timeliness. Timeliness of submission is critical in approval of a conference attendance or conference hosting request. All requests are forwarded via ETMS, to be endorsed and forwarded or approved by TECOM. Therefore, requests should be submitted to the MAGTFTC, MCAGCC Conference Manager at least 70 days prior to the registration for conference attendance, or 70 days prior to the obligation of funds for conference hosting. 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.

(5) Attending a Conference. It is the responsibility of each command and staff office 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) and paragraph 4a(1)(a) of this Order for the definition of a conference. Refer to reference (c) and enclosure (1) for 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 enclosure (1). Then 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. All conference attendance are to 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.

2. Specify if attendee(s) are presenting, a panel member, chair, awards recipient etc. Refer to enclosure (1) for conference attendance documents that are required to be forwarded to HHQs for approval.

(6) 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. Use enclosure (1) located at NFOL.

(7) 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.

(8) Forms. Enclosure (1) is the Conference Request Form that may be obtained from the NFOL web site at <https://forms.documentservices.dla.mil/>. Use the forms tab to access the search page; enter the form number or the title name in the search criteria. Enclosure (2) is the Travel Approval Request Letter that may be obtained at <https://www.29palms.marines.mil/Staff-Offices/Resource-Management-directorate/Adjutant/#combat-center-templates-guidance>.

5. Administration and Logistics

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

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

c. Directives issued by this Headquarters are published and distributed electronically and can be found <https://www.29palms.marines.mil/Staff-Offices/Resource-Management-Directorate/Adjutant/#combat-center-orders>.

6. Command and Signal

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

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

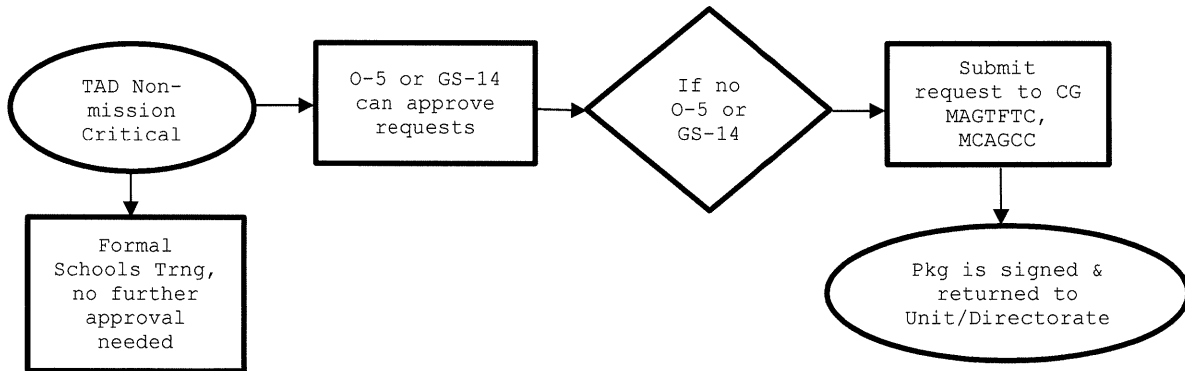


S. A. GEHRIS
Chief of Staff

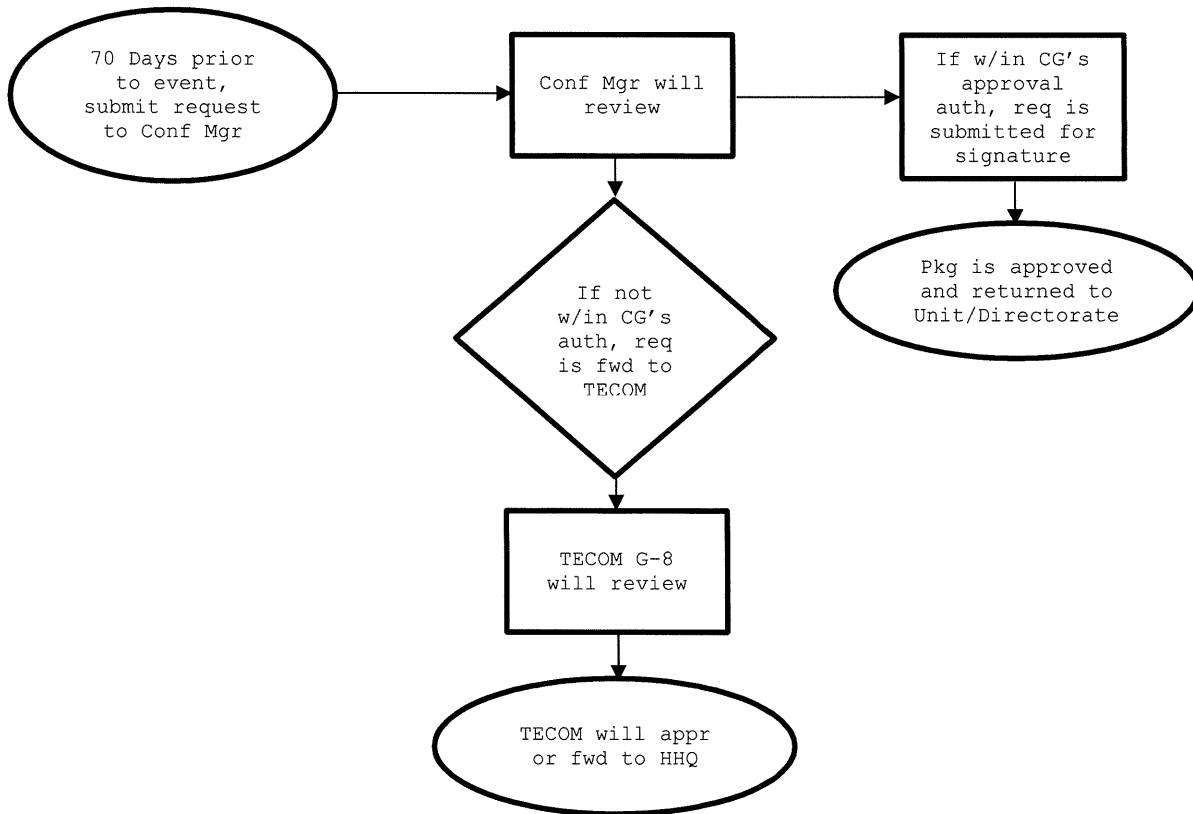
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FLOW CHARTS

Temporary Additional Duty



Conference Attendance (DoD-Sponsored or Hosted Conferences and Non-DoD Sponsored or Hosted Conferences)



Conference Hosting (DoD-Sponsored or Hosted Conferences and Non-DoD Sponsored or Hosted Conferences)

