



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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CCO 5050.7A
RMD 3B

SEP 10 2018

COMBAT CENTER ORDER 5050.7A

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, Version 4.0 of 26 June 2016
(d) Templates: <http://www.29palms.marines.mil/Staff/G1-Manpower/Adjutant-Office/Templates/>
(e) ALNAV 011/17
(f) 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 5050.7.

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:

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 (OMB) guidance, DoD organizations should not incur net expenses to the Department of Defense (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.

DISTRIBUTION STATEMENT A: approved for public release; distribution is unlimited.

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(2) Approved 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 (f) 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.

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 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 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) References (a) through (c) establish the DoD and Department of the Navy conference approval authorities.

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(b) The Resource Management Directorate (RMD), Manpower (Mnpr) Adjutant Chief is the designated Conference Manager for MAGTF/TC, 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 Travel 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) MAGTF/TC, 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, Assistant Chiefs of Staff (AC/S), Officers-in-Charge, Division Directors (DivDirs), and Special Staff Officers

(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 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 Order, O-5 or GS-14 (division heads and higher) level commands and directorates have approval authority. Use enclosure (2) at the link in reference (d).

(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 higher headquarters 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 MAGTF/TC, MCAGCC Conference Manager via the RMD Mnpr Adjutant Office. See paragraph 4b(1)(c) for authority parameters, enclosure (1), or reference (d) for all required documents.

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

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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 RMD Mnpr Adjutant Office. See paragraph 3a 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) AC/S RMD, Mnpr, Adjutant

(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 Tasking, Records, and Consolidated Knowledge Enterprise Repository (Tracker), 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.

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(3) Office of the Staff Judge Advocate (OSJA). Per reference (e), 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 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 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), can 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 DON Tracker, 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 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) 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.

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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, MAGTF/TC, 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 OPNAV 5050/11 (REV 09/2017) Conference Request Form can be obtained from the Naval Forms Online web site at <https://navalforms.documentservices.dla.mil/>. Use the forms tab to access the search page; enter the form number or the title name in the keyword search.

5. Administration and Logistics

a. The RMD 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 <http://www.29palms.marines.mil/Staff-Offices/Adjutant-Office/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 MAGTF/TC, MCAGCC.

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


R. MARTINEZ
Chief of Staff

Distribution: A

CONFERENCE REQUEST FORM

CCO 5050.7A

PRIVACY ACT STATEMENT

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AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN), as amended; SORN NM05000-2. Additional authorities: DoD 5500.07R, Joint Ethics Regulation; DoD Conference Guidance v. 4.0

PURPOSE: To record requestor's information pertaining to requests to host and attend conferences by Department of the Navy (DON) employees.

ROUTINE USES: Data is used by DON supervisors/managers, administrative offices and system administrators that have a need to know to process requests. To authorize and provide fund cite for approval to host and/or attend a conference.

DISCLOSURE: Voluntary; however, failure to provide the requested information may result in a delay or inability to process requests.

SECTION I - To be completed by Requestor

Thoroughly review the attached instructions before completing this section

1. TYPE OF REQUEST

HOSTING ATTENDANCE

2. APPROVAL AUTHORITY (See instructions):

TIER I TIER II OTHER

3. DATE OF REQUEST (DDMMYYYY):

4. REQUESTING ORGANIZATION/COMMAND/DIVISION:

5. CONFERENCE TITLE:

6. DATES OF CONFERENCE

From (DDMMYYYY): To (DDMMYYYY):

7. CONFERENCE HOST AND/OR CO-SPONSOR:

8. LOCATION OF CONFERENCE (Venue, City, State, ZIP Code, Country):

9. PURPOSE OF CONFERENCE AND TARGET AUDIENCE:

9a. OFFICIAL AGENDA ATTACHED

Yes No - Explanation required

Explanation:

9b. CONFERENCE WEBSITE URL (If applicable):

10. NUMBER OF ATTENDEES:

Local DON: _____

TAD DON: _____

Total DON: _____

If Hosting:

Total Air Force: _____

Total Army: _____

Total Other DoD: _____

Other Agency Name: _____

Total: _____

Total Number of Attendees at Conference: _____

11. ATTENDEE JUSTIFICATION (See instructions)

1. Attendee	ATTENDEE/GROUP NAME	JOB TITLE	ORIGINATING CITY	ROLE AT CONFERENCE

TRAVEL DURATION

(Include travel and conference days):

Comments: If travel is combined with leave or other official business explain below

From (DDMMYYYY):

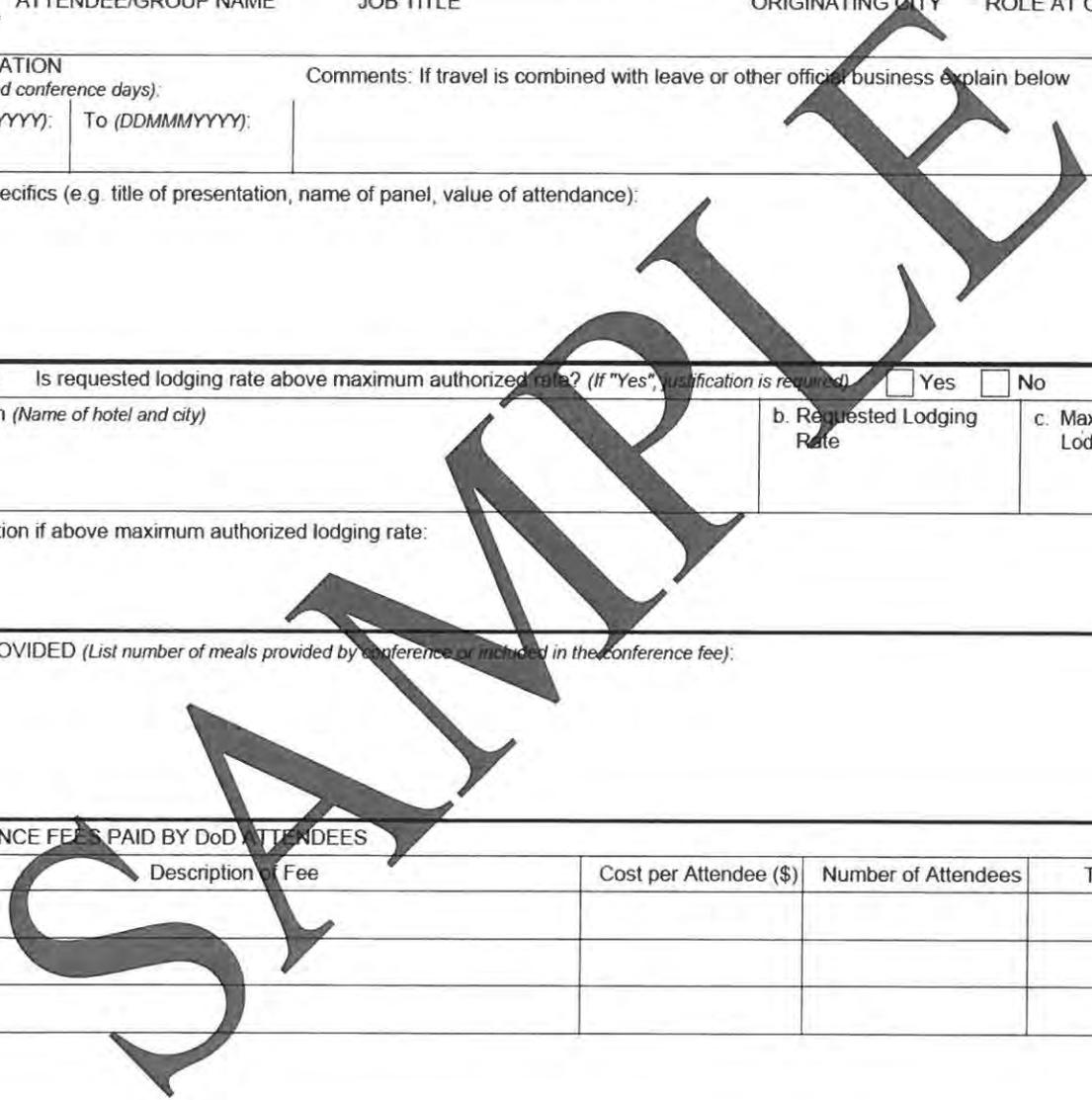
To (DDMMYYYY):

Justification Specifics (e.g. title of presentation, name of panel, value of attendance):

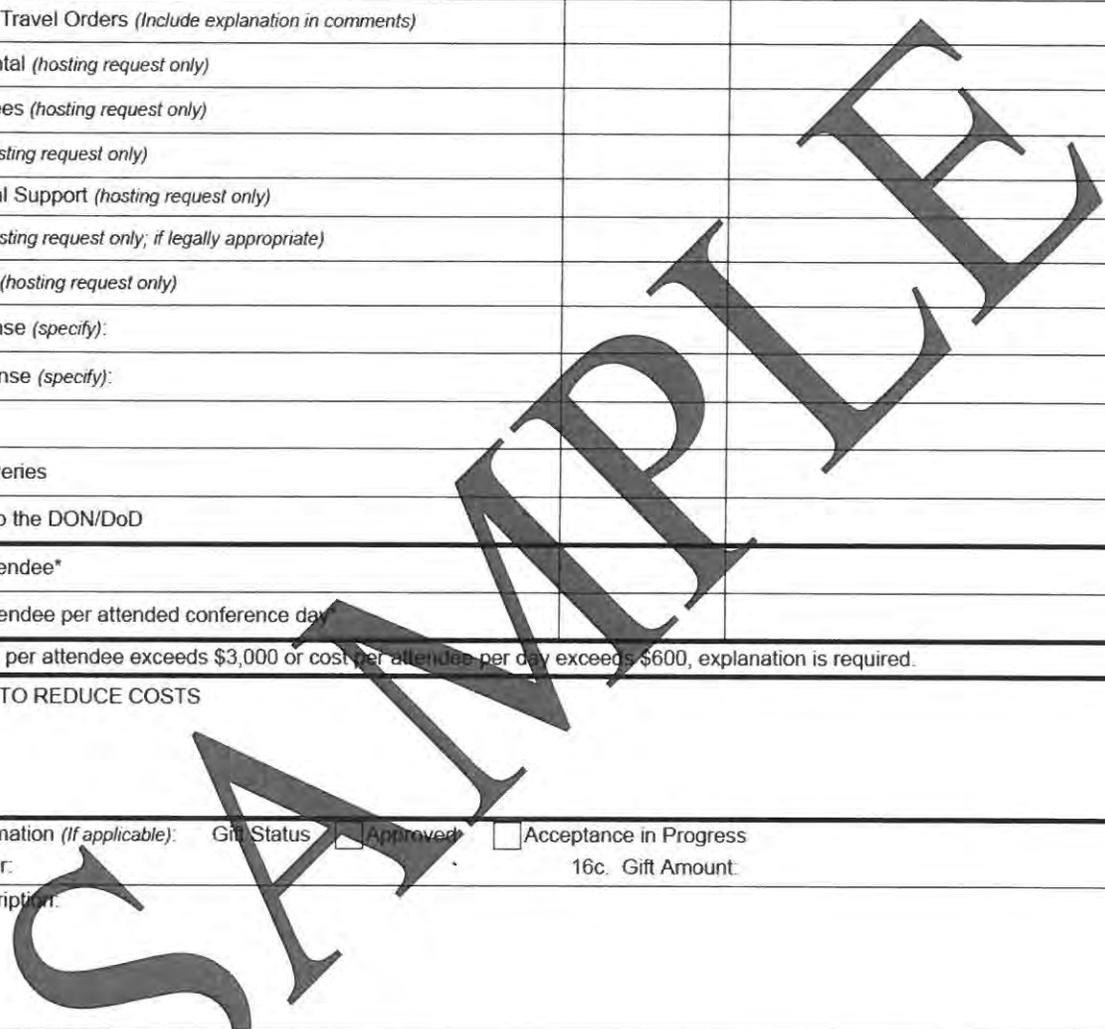
Enclosure (1)

2 Attendee	ATTENDEE/GROUP NAME	JOB TITLE	ORIGINATING CITY	ROLE AT CONFERENCE CCO 5050.7A
TRAVEL DURATION <i>(Include travel and conference days):</i>		Comments: If travel is combined with leave or other official business explain below		
From (DDMMYYYY):	To (DDMMYYYY):			
Justification Specifics (e.g. title of presentation, name of panel, value of attendance):				
3 Attendee	ATTENDEE/GROUP NAME	JOB TITLE	ORIGINATING CITY	ROLE AT CONFERENCE
TRAVEL DURATION <i>(Include travel and conference days):</i>		Comments: If travel is combined with leave or other official business explain below		
From (DDMMYYYY):	To (DDMMYYYY):			
Justification Specifics (e.g. title of presentation, name of panel, value of attendance):				
12. LODGING: Is requested lodging rate above maximum authorized rate? (If "Yes", justification is required) <input type="checkbox"/> Yes <input type="checkbox"/> No				
a. Location (Name of hotel and city)		b. Requested Lodging Rate	c. Maximum Authorized Lodging Rate	
d. Justification if above maximum authorized lodging rate:				
13. MEALS PROVIDED (List number of meals provided by conference or included in the conference fee):				
14. CONFERENCE FEES PAID BY DoD ATTENDEES				
a.	Description of Fee	Cost per Attendee (\$)	Number of Attendees	Total Cost (\$)
b. Comments:				
15. COST ANALYSIS		Total Cost (\$)	Comments	
a.	Total Airfare (break down each flight itinerary to include POD and POA)			
b.	Baggage Fees			
c.	POV Mileage Cost			
d.	Lodging		Enclosure (1)	

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e. Meals & Incidentals (use PMR/GMR for any meals identified in Block 13)	
f. Ground Transportation:	CCO 5050.7A
g. Additional Ground Transportation (if applicable, provide comment):	SEP 10 2018
h. Parking:	
i. Other Ground Transportation Costs (specify type in comments)	
j. Conference Fees Paid by DoD Attendees (from Block 13 above)	
k. Conference Materials (books, tools, etc.)	
l. Booth Fees (if applicable)	
m. Invitational Travel Orders (Include explanation in comments)	
n. Facility Rental (hosting request only)	
o. Speaker Fees (hosting request only)	
p. Printing (hosting request only)	
q. Audio/Visual Support (hosting request only)	
r. Catering (hosting request only; if legally appropriate)	
s. Advertising (hosting request only)	
t. Other Expense (specify):	
u. Other Expense (specify):	
v. Subtotal	
w. Cost Recoveries	
x. Final Cost to the DON/DoD	
y. Cost per attendee*	
z. Cost per attendee per attended conference day	
*NOTE: If cost per attendee exceeds \$3,000 or cost per attendees per day exceeds \$600, explanation is required.	
16. EFFORTS TO REDUCE COSTS	
16a. Gift Information (If applicable): Gift Status <input type="checkbox"/> Approved <input type="checkbox"/> Acceptance in Progress	
16b. Gift Donor:	16c. Gift Amount:
16d. Gift Description:	
17. HOSTING SPECIFIC REQUIREMENTS (If applicable):	
a. If co-sponsoring a conference, a draft Memorandum of Agreement has been included with this submission and all requirements of paragraph 3-206 of the Joint Ethics Regulation (DoDI 5500.7-R) are met and/or documented. No commitment to obligate appropriated funds will be made with a non-federal entity until conference approval has been obtained.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
b. All appropriate considerations have been made in accordance with the Joint Travel Regulation, Appendix R1, "Conference Planning Policy".	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
c. All contracts will be awarded on a competitive basis in accordance with Federal Acquisition Regulations.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
d. Will a Non-Federal conference planner be used? If "Yes", provide name and contact information.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
e. Briefly explain methods used to estimate the cost of the conference (e.g. cost spread sheet analysis):	
Enclosure (1)	



18. ADDITIONAL COMMENTS:	CCO 5050.7A SEP 10 2018
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19. REQUESTOR'S PRINTED NAME & TITLE:	b. SIGNATURE DATE (DDMMYYYY):	a. REQUESTOR'S SIGNATURE:
c. REQUESTOR'S PHONE NUMBER:	d. REQUESTOR'S E-MAIL ADDRESS:	

SECTION II - To be completed by requestor's supervisor for attendance requests < \$100,000; Unit Commander or Director for all hosting requests and attendance requests > \$100,000

20. CERTIFICATION
I certify the above cost estimates are accurate to the best of my knowledge and that the following statements are true (check as appropriate):
<ul style="list-style-type: none"> - All cost reduction measures have been implemented. <input type="checkbox"/> - All associated expenses and activities comply with all applicable travel, conference and acquisition regulations. <input type="checkbox"/> - Agenda has been reviewed for any activities that may create an unfavorable perception of the U.S. Navy. <input type="checkbox"/> - Request has been reviewed by legal counsel. <input type="checkbox"/> - Attendance at/execution of (hosting) this event is mission essential. <input type="checkbox"/> - Attendance at/execution of (hosting) this event can neither be delayed nor accomplished via any other means. <input type="checkbox"/> - Participation in this conference will significantly advance the Department of the Navy's mission. <input type="checkbox"/>

a. PRINTED NAME & TITLE:	b. SIGNATURE DATE (DDMMYYYY):	c. SIGNATURE:
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d. COMMENTS:

NOTE: If applicable, include a chain of Command endorsements as attachments to this form.

SECTION III - To be completed by Approval Authority

21. RECEIVING OFFICIAL PRINTED NAME & TITLE:	a. SIGNATURE DATE (DDMMYYYY):	b. RECEIVING OFFICIAL SIGNATURE:
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22. LEGAL REVIEWER PRINTED NAME & TITLE:	a. SIGNATURE DATE (DDMMYYYY):	b. LEGAL REVIEWER SIGNATURE:	c. LEGAL RECOMMENDATION
			<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE

d. COMMENTS BY LEGAL REVIEWER:

Enclosure (1)

<p>23. CONFERENCE REQUEST DETERMINATION</p> <p><input type="checkbox"/> APPROVED</p> <p><input type="checkbox"/> DISAPPROVED</p>	<p>a. APPROVAL AUTHORITY PRINTED NAME & TITLE:</p>	<p>c. SIGNATURE DATE (DDMMYYYY):</p>	<p>b. APPROVAL AUTHORITY SIGNATURE: 5050.7A</p> <p>SEP 10 2018</p>
<p>d. COMMENTS BY APPROVAL AUTHORITY:</p>			
<p>ATTACHMENTS</p>			
<p>List of Attachments (e.g. agenda, MOU, gift acceptance, chain of command endorsements, etc.)</p>			

SAMPLE

Enclosure (1)

INSTRUCTIONS

(See OSD DCMO Conference Guidance for additional information)

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A. SECTION I - Conference Information

- (1) **TYPE OF REQUEST.** Check **HOSTING** to request approval to host a conference. Check **ATTENDANCE** to request approval for attendance at a non-DoD hosted conference. **NOTE:** If conference is hosted by a DoD agency, the hosting DoD agency is required to account for and request attendance for ALL DoD attendees (to include Navy, USMC, USA, USAF, and other DoD agencies).
- (2) **APPROVAL AUTHORITY.**
Check **Tier I** if total cost to the DON (attendance requests) or DoD (hosting requests) is estimated to exceed \$500,000.
Check **Tier II** if total cost estimate exceeds \$100,000 but is less than \$500,000.
Check **OTHER** for all requests less than \$100,000.
- (3) **DATE OF REQUEST.** Enter date of request.
- (4) **REQUESTING ORGANIZATION/COMMAND/DIVISION.** Enter the requestor's organization/command/division.
- (5) **CONFERENCE TITLE.** Enter the **OFFICIAL** conference title (Per website, agenda, etc).
- (6) **DATES OF CONFERENCE.** Enter the dates of the conference **ONLY.** Do NOT include travel days.
- (7) **CONFERENCE HOST AND/OR CO-SPONSOR.** Enter conference host(s). For hosting requests, indicate if the conference is co-sponsored with a non-federal entity. If so, include a copy of any proposed memorandum of understanding or agreement. Ensure that all requirements of paragraph 3-206 of the Joint Ethics Regulation (JER) are met and that any non-federal entity co-sponsors are included in the list of DAEO recognized scientific, technical, education, or professional organizations.
- (8) **LOCATION OF CONFERENCE.** Enter venue, city, state, zip code, and country. For hosting requests: In accordance with JTR 1001.R, at least 3 potential conference sites shall be compared with auditable documentation maintained at the hosting command. At least one government venue should normally be included in this comparison.
- (9) **PURPOSE OF CONFERENCE AND TARGET AUDIENCE.** Describe the value the conference brings to the Navy and its target audience.
- (9a) **OFFICIAL AGENDA ATTACHED.** Each request must include an **OFFICIAL** agenda. A current agenda is highly preferred, but if unavailable, a draft or previous year's agenda is also acceptable. Personal agendas/itineraries are welcome but do not meet the requirement to attach an official agenda. Check **yes** if a current official agenda is attached. Check **no** if agenda is not attached. If no, an explanation must be provided.
- (9b) **CONFERENCE WEBSITE URL.** Enter URL for conference website if applicable.
- (10) **NUMBER OF ATTENDEES.** Each request must identify the number of TAD and local DON attendees, at a minimum.
NOTE: For hosting requests, the hosting command is responsible for accounting for all invited DoD attendees (to include Navy, USMC, USA, USAF, and other DoD agencies) and associated travel costs.
- (11) **ATTENDEE/GROUP NAME.** Enter each attendee's name, job title, originating city where travel will commence, role at the conference, and specific relevant information that justifies their attendance at the conference and demonstrates the value/benefit to U.S. Navy and its mission. If the attendee(s) are unknown or are represented by a large group, provide as much relevant information in the blocks provided. For example, if the request is for 50 attendees and 20 are speakers, 10 are panel chairs and 20 are earning learning points, requestor may use 11a for the speakers, 11b for the chairs, and 11c for the remaining attendees. If listing by group, annotate number of attendees included in each group. Add rows and use Block 18, or additional pages as necessary.
- TRAVEL DURATION.** Enter the attendee(s) travel dates, to include the dates of the conference. **NOTE:** If travel will be combined with leave or other official business, indicate so in the comments section.
- If attendee must be present on days before or after those listed on the conference agenda, explain reason in the comments section.
- (12) **LODGING.** Enter the location, lodging rate, and the maximum allowed lodging rate per DTS. Include lodging tax in Request Lodging Rate if staying at an international location
NOTE: Ensure that all requirements of the JTR are met if the requested lodging rate exceeds the allowed per diem lodging rate and indicate so in the Block 18 (Additional Comments).
- (13) **MEALS PROVIDED.** Enter number and type of meals provided by the conference or included in the conference fee. For hosting requests, enter all applicable and legally appropriate catering costs in Block 15r (Catering Costs).
- (14) **CONFERENCE FEES PAID BY DoD ATTENDEES.** Enter the type of fee (i.e. member, non-member, additional workshop, speaker fee, etc), the cost per attendee, the applicable number of attendees and the total cost of that fee type. If the fee covers events which are not mission essential (e.g. recreation, social events, etc.), indicate whether or not the conference organizer will allow severability of these "extra" costs. Use the comments section for any additional fees and any explanation needed.
- (15) **COST ANALYSIS.** Enter the applicable data. Even if conference will be funded by a gift, enter the original estimation, prior to application of gifts. If travel will be combined with other official business **NOT RELATED TO THE CONFERENCE**, the per diem and lodging cost associated with these additional days **SHOULD NOT** be included in the cost estimate.
- (15a) **Total Airfare.** Enter total airfare cost. Include the airport(s) of departure and the airport of arrival in the associated comments section.
- (15b) **Baggage Fees.** Enter total baggage fees.
- (15c) **POV Mileage.** Enter total POV mileage cost (per current JTR guidance).
- (15d) **Lodging.** Calculate the total lodging cost: (Lodging rate X number nights X number of TAD attendees). **NOTE:** Include lodging tax any lodging costs incurred during travel.
- (15e) **Meals & Incidentals.** Utilize the M&IE rate. Calculate the total M&IE cost as follows: (M&IE X 2 travel days X number of TAD attendees X 0.75) + (M&IE X number full per diem days X number TAD attendees). If meals are provided at the conference, utilize Proportional Meal Rate (PMR) or Government Meat Rate (GMR) as outlined in the Joint Travel Regulations (JTR).
- (15f) **Ground Transportation.** Select the appropriate method from the drop down list. If rental cars are requested, enter the total number of vehicles requested and an explanation in the associated comments section. Use of rental cars should be avoided to the maximum extent possible. If absolutely necessary, minimize the total number and provide cost justification. Also, realize that the final approval for the conference may have a caveat to remove rental vehicles.
- (15g) **Additional Ground Transportation.** If applicable, provide costs and comments for additional ground transportation needed.
- (15h) **Parking.** Select the type of parking and enter the total parking cost.
- (15i) **Other Ground Transportation Costs.** Specify type and amount.
- (15j) **Conference Fees Paid by DoD Attendees.** The total conference fees calculated in Block 14 will be auto-filled into this block.
- (15k) **Conference Materials (books, tools, etc.).** Enter total cost of conference materials.
- (15l) **Booth Fees.** Enter total cost for booth fees and space rental, if applicable. Include details on booth(s) in Comments block.
- (15m) **Invitational Travel Orders (ITO).** Enter any additional costs associated with ITO's. Provide an explanation for who and why ITO's are required in the associated comments section.
- (15n) **Facility Rental (hosting request only).** Enter the facility rental cost, if applicable.
- (15o) **Speaker Fees (hosting request only).** Enter total speaker fees. Conference approval does not necessarily constitute speaker fee approval (contact legal counsel for guidance).
- (15p) **Printing (hosting request only).** Enter the total cost for printing and supplies, if applicable.

Enclosure (1)

INSTRUCTIONS Continued

(See OSD DCMO Conference Guidance for additional information)

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- (15q) A/V Support (hosting request only). Enter the total cost for audio/visual support, if applicable.
- (15r) Catering costs (hosting request only). Enter catering costs, if applicable and legally appropriate.
- (15s) Advertising (hosting request only). Enter advertising costs, if applicable.
- (15t-u) Other Expenses. Enter additional expenses as needed (e.g. visa fees, Internet access, phone charges, etc.). Specify type and justification for expense in the corresponding comments section.
- (15v) Subtotal. Amount will be automatically calculated from entries in Blocks 15a-15u.
- (15w) Cost Recoveries. Enter any tangible cost recovery methods used that lower the total cost. These are NOT the same as efforts to reduce costs. Examples of cost recovery would be revenue from conference fees paid by non-DoD attendees at a DON hosted conference or a gift of travel. A copy of the gift acceptance letter(s) or confirmation that proper gift acceptance procedures are being followed must be included with the conference request.
- (15x) Final Cost to the DON/DoD. Amount will be automatically calculated as the difference between Blocks 15v and 15w.
- (15y) Cost per Attendee. Calculate the cost per person as follows: total cost from block 15x divided by Total DON attendees (use total DoD attendees for hosting requests) from block 10. NOTE: Total attendees includes both TAD and local attendees. If this figure is greater than \$3,000 per person, an explanation why is required in the associated comments section.
- (15z) Cost per Person per Day. Calculate the cost per person per day as follows: total cost per person from block 15y divided by the Number of CONFERENCE ONLY days. NOTE: Do NOT include travel days in this calculation. If this figure is greater than \$300 per person per day, an explanation why is required in the associated comments section.
- (16) EFFORTS TO REDUCE COSTS. Enter all efforts to reduce costs. Examples include, but are not limited to, leaving on the last day of the conference, securing a hotel below the allowed per diem rate, or utilizing free shuttle service.
- (16a) Gift Information (If applicable), Gift Status. Click on the appropriate check box to indicate if gift has been approved or gift acceptance is in progress.
- (16b) Gift Donor. Enter name of the gift donor.
- (16c) Gift Amount. Enter gift amount.
- (16d) Gift Description. Enter description of gift and what the gift is specifically to be used for (e.g. lodging, airfare, conference fees, etc.)
- (17a-e) HOSTING-SPECIFIC REQUIREMENTS (hosting requests only). Check yes, no or NA for each statement. Explain methods used to estimate conference cost. NOTE: The conference request package will likely be returned to the requestor if any of these are checked no.
- (18) ADDITIONAL COMMENTS. Provide additional comments and/or clarification as needed.
- (19) REQUESTOR POINT OF CONTACT (POC) NAME. Enter the name of the person who prepared this form and who will be used for further communication regarding the conference request.
- (19a) REQUESTOR SIGNATURE. The signature of the person who prepared this form is required (electronic or physical).
- (19b) DATE. Enter date signed by requestor.
- (19c) REQUESTOR POC PHONE NUMBER. Enter the phone number of the person who prepared this form.
- (19d) REQUESTOR POC E-MAIL ADDRESS. Enter the e-mail of the person who prepared this form.

B. SECTION II: Certification (To be completed by Requestor's supervisor for attendance request < \$100,000; unit Commander or Director for all hosting requests and attendance requests > \$100,000)

(20) - (20d) Certify each statement by checking each applicable box. Provide identifying information and comments as required.

C. SECTION III: Approval (To be completed by Approval Authority)

(21) - (21b) Enter receipt data.
 (22) - (22d) Enter legal review, recommendation and comments.
 (23) APPROVAL AUTHORITY. Approver will mark final decision as appropriate.
 (23a) - (23d) Enter Approver identification data and comments as necessary.

D. ATTACHMENTS

Use the bottom of this form to attach applicable documents as needed (e.g. agenda, MOA, gift acceptance, endorsements, etc.).

Enclosure (1)

Travel Approval Request Letter

SEP 10 2018



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

5050
ORG CODE
Date

From: Commander/Director, XXXXXXXXXXXX
To: Commanding General, Marine Air Ground Task Force Training Command,
Marine Corps Air Ground Combat Center
Via: Staff Judge Advocate

Subj: TRAVEL APPROVAL REQUEST FOR THE MONTH(S) OF (Month/Month)

Ref: (a) Public Law Number 113-6 (P.L. 113-6) "Consolidated and Further
Continuing Appropriations Act, 2013."
(b) DCMO DoD Conference Guidance Version 4.0 of 26 Jun 16
(c) CCO 5050.5C

1. In accordance with the references, request for subject Temporary
Additional Duty (TAD) event(s) requiring travel are submitted for approval.

Travel Event 1

- a. Travel Event Title/Name of personnel attending:
- b. # of Person(s) Traveling: X
- c. Reason for TAD/Travel: XXXXXXXXXXXX
- d. TAD/Travel Location(s): XXXXXXXXXXXX
- e. Travel Date(s): XXXXXXXX
- f. Total Estimated Cost: \$ XXX.XX
- g. What is the attendee/s function at this TAD: Speaker/Board
Member/Participant etc.
- h. Per reference (b), this TAD falls under exemption: [ex. Section IV,
paragraph 4e(1)].

Travel Event 2

- a. Travel Event Title/Name of personnel attending:
- b. # of Person(s) Traveling: XX
- c. Reason for TAD/Travel: XXXXXXXXXXXX
- d. TAD/Travel Location(s): XXXXXXXXXXXX
- e. Travel Date(s): XXXXXXXX

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Subj: TRAVEL APPROVAL REQUEST FOR THE MONTH(S) OF (Month/Month)

f. Total Estimated Cost: \$ XXX.XX

g. What is the attendee/s function at this TAD: Speaker/Board Member/Participant etc.

h. Per reference (b), this TAD falls under exemption: [ex. Section IV, paragraph 4e(1)].

Travel Event 3

a. Travel Event Title/Name of personnel attending:

b. # of Person(s) Traveling: XX

c. Reason for TAD/Travel: XXXXXXXXXX

d. TAD/Travel Location(s): XXXXXXXXXX

e. Travel Date(s): XXXXXXXXX

f. Total Estimated Cost: \$ XXX.XX

g. What is the attendee/s function at this TAD: Speaker/Board Member/Participant etc.

h. Per reference (b), this TAD falls under exemption: [ex. Section IV, paragraph 4e(1)].

2. The/These travel event(s) listed above will significantly advance the Marine Corps' and the Department of the Navy's mission. The expenses and activities associated with this/these events comply with applicable travel, conference, and/or acquisition regulations.

3. An After Action Report will be submitted seven days after completion of this TAD, per reference (c).

4. The point of contact is (Name) at (XXX) XXX-XXXX, email.

Commander/Director

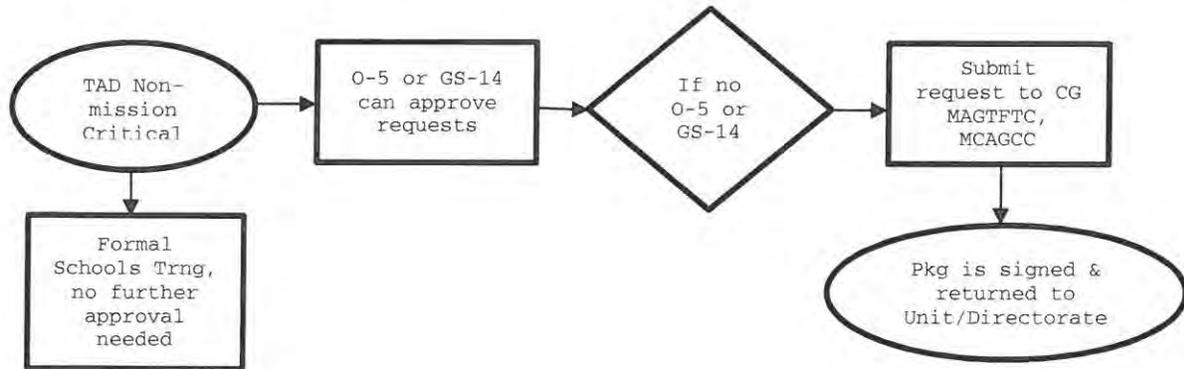
Commanding General recommendation:

Date Concur Non-Concur

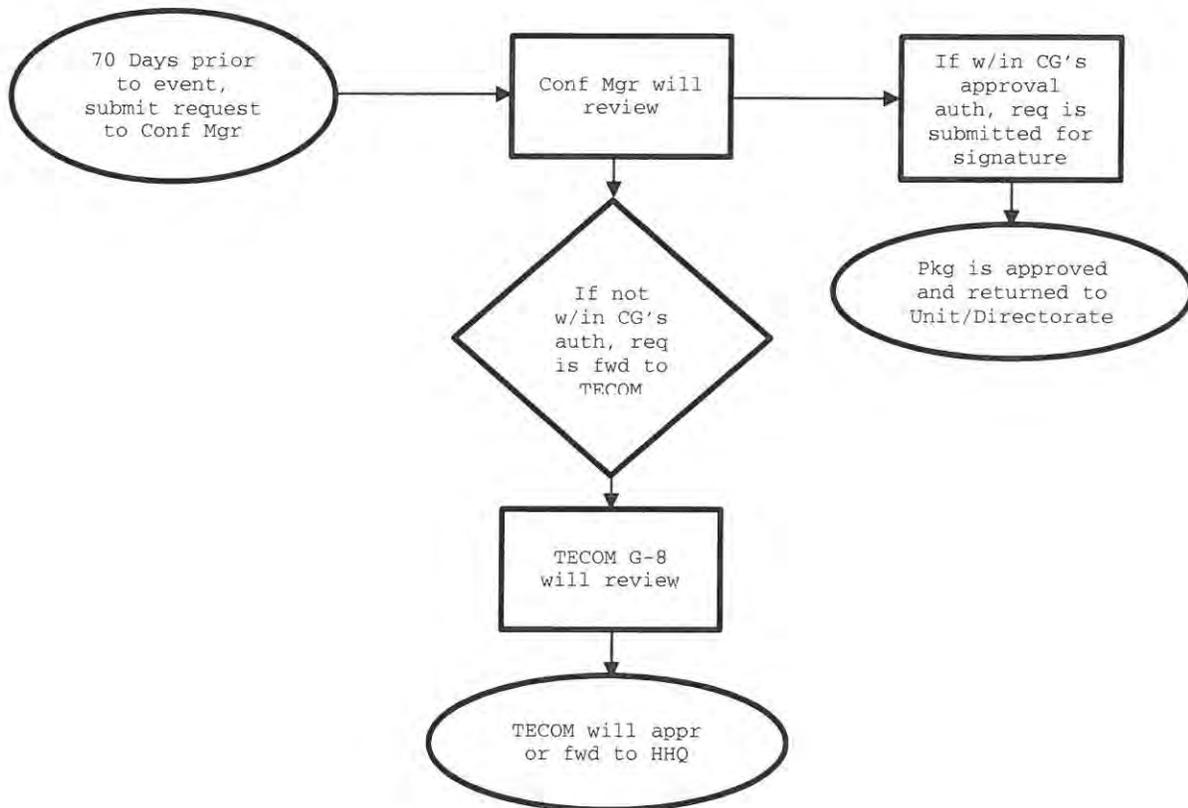
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FLOW CHARTS

Temporary Additional Duty



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



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

