Subj: NAVY RESERVE CONFERENCE GUIDANCE

Ref: (a) DoD Conference Guidance 2.0 of 6 Nov 2013

Encl: (1) Conference Request Template
(2) Legal Review Template

1. Purpose. To publish guidance and procedures for conference requests, conference approval, and conference exemption determination. This is a new instruction and should be read in its entirety.


3. Definition. Per reference (a), a “conference” is defined as a meeting, retreat, seminar, symposium, or event that involves attendee travel. Other common terms used include conventions, expositions, symposiums, seminars, workshops, and exhibitions. Indications of a formal conference often include, but are not limited to, registration, registration fees, a published substantive agenda, and scheduled speakers or discussion panels. Individual events may qualify as conferences without meeting all of the criteria listed above but will generally meet some of them. Training events may qualify as conferences, particularly if they take place in a hotel or conference center. Events within the local duty location that do not require advance travel authorization may also qualify as a conference. Reference (a) provides examples of events that are not considered “conferences”.

4. Exemptions. Per reference (a), certain events are exempt from full processing and approval as “conferences”. Should an event appear to meet an exemption pursuant to reference (a), commands will complete enclosures (1) and (2) and continue to apply strict scrutiny to ensure the best use of government funds
and adherence with not only all applicable laws and policy, but the underlying spirit and principles. Exemptions from this guidance should be granted sparingly and must receive a legal review by Echelon III Legal Staff and approval by the cognizant Echelon III Commander.

5. **Policy.** Commanders will ensure all conference related events comply with law, regulation, and policy per reference (a) and subsequent Navy instructions.

   a. The sponsoring command, organization, or activity will submit a complete and fully coordinated conference request to their cognizant Echelon IV Commander. All conference requests shall be submitted utilizing enclosure (1) as a template, and all legal reviews shall utilize enclosure (2). Requests require an initial legal review by the Echelon IV Legal Staff, if assigned, on whether the event meets an exemption per reference (a). Requests shall then be forwarded no later than 60 days before the event to Commander, Navy Reserve Forces Command (CNRFC) or Commander, Naval Air Force Reserve (CNAFR) Legal Staff for legal review prior to the respective Echelon III Commander’s approval. If the event meets the criteria of an exemption, the request, legal reviews, endorsements, and approval shall be maintained on file by both the requesting command and approving command.

   b. If CNRFC or CNAFR is the sponsoring organization, the request shall receive the respective command’s legal review prior to the Echelon III Commander’s approval.

   c. If the conference does not meet the criteria for an exemption, the information from the request will be utilized in a formal conference request from the Echelon III Commander to the Secretary of the Navy (SECNAV) or Department of the Navy/Assistant for Administration (DON/AA), as appropriate per reference (a).

6. **Resources.** Enclosures, references, and additional information can be found on the CNRFC NS webpage at https://private.navyreserve.navy.mil/CNRFC/NCodes/N5/Pages/default.aspx including:
a. Conference Brief Sheet (template).
b. Conference Agenda Example.
d. Cost Assessment and Program Evaluation (CAPE) Example.

Distribution:
Electronic via Navy Reserve Homeport
https://www.navyreserve.navy.mil/
COMNAVRESFORINST 5050.1
22 Jun 15

Conference Request Template

COMMAND LETTERHEAD

From: (Official Title of Submitting Command, Department Chief of Staff, etc.)
To: Commander, Navy Reserve Forces Command or Commander, Naval Air Force Reserve
Via: Commander, Navy Reserve Forces Command N00J or Commander, Naval Air Force Reserve N00J
Commander, Navy Reserve Forces Command N5 or Commander, Naval Air Force Reserve N01A

Subj: REQUEST FOR (NAME OF YOUR COMMAND/ CODE) TO HOST (COMPLETE NAME OF CONFERENCE AND ASSOCIATED CONFERENCE DATES)

Ref: (a) DoD 5500.07-R, Joint Ethics Regulations
(b) OSD Memorandum of 6 Nov 2013
(c) Budget Guidance Memorandum BG 13-3 of 21 Oct 2013

Encl: (1) Conference Brief Sheet - Department of Defense Hosted Conferences (Must complete and include)
(2) Conference Agenda (Must include)
(3) Memorandum of Agreement (MOA) w/ Co-Sponsor (if applicable)
(4) Cost Assessment & Program Evaluation (CAPE) Costing Summary (Must Include)
(5) Memorandum for the Record (MFR), legal staff review and recommendation for exemption (For requests from within Commander, Navy Reserve Forces Command or Commander, Naval Air Force Reserve, the Legal Staff's MFR will be added to the request en route to the Commander)

1. Per references (a) through (c), request you endorse (name of command) to host (name and date(s) of conference here). Include a general summation sentence for the event. Include cost per

Enclosure (1)
person for this event, and cost per person per day. Calculate these values based only upon the length of the conference, do not include travel days. If $3,000 per person and/or $600 per person per day are exceeded, include a detailed explanation of the costs and a request to approve in lieu of. If spouse travel and/or Invitational Travel Orders (ITOs) will be requested, annotate here with total number of spouses and total cost for ITOs.

2. “Execution of this event is mission critical.” (Sentence must appear exactly as written). Additionally, state reason for essential status, citing any applicable references, statutes, and/or stating licensure or accreditation requirements. “Execution of this event can neither be delayed nor accomplished via any other means.” (Sentence must appear exactly as written). Additionally, state reason(s) event cannot be delayed and reasons electronic or other medium are not an acceptable substitute.

3. This event is co-sponsored by (full name and abbreviation of co-sponsor). Describe relationship and purpose of co-sponsorship. Co-sponsorships with a non-federal entity are limited to recognized scientific, technical, educational, or professional organizations and must be approved by the Assistant General Counsel (ethics) who is the Department of the Navy (DON) Designated Agency Ethics Official. “MOA to co-sponsor event is included as enclosure (3).” (Sentence must appear exactly as written) or “There are no co-sponsors for this event.” (Sentence must appear exactly as written).

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 hosting this event at location X instead of location Y, saving $20 per room per night and co-locating the conference with the hotel). “Enclosure (4) is the CAPE estimate detailing all associated costs and fees.” (Sentence must appear exactly as written). Complete CAPE estimate at https://www.cape.osd.mil and attach as enclosure (4). Must provide a complete copy of the actual document from the CAPE website.
5. "I certify that participation in this conference will significantly advance the DONs 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 point of contact with phone number and email).

I. M. CAPTAIN
MEMORANDUM FOR THE RECORD

Subj: 2014 FULL TIME SUPPORT MEDICAL DEPARTMENT REPRESENTATIVE EAST SYMPOSIUM ON 4-8 August 2014

1. (WHO) Commander, Navy Reserve Forces Command (CNRFC), is proposing a (WHAT) training event (i.e. 2014 Full-Time Support Medical Department Representative (MDR) East Symposium) to be held in (WHERE) Norfolk, Virginia. (WHERE SPECIFICALLY) The location of the event is on board NSA Hampton Roads, Virginia. (WHEN) The dates of the event are from 4-8 August 2014.

2. The request submitted by CNRFC substantially complies with Department of Defense (DoD) Conference Guidance 2.0 of 6 November 2013, direction from Director, Navy Staff and COMNAVRESFORINST 5050.1.

3. Current Navy policy generally calls for (SECNAV OR DON/AA) approval for conferences of this size, approximately $XXXXX. Exemptions from the conference approval process are outlined in the previously mentioned DoD Conference Guidance 2.0.

4. (As applicable, identify the exemption) It is my position that Exemption "b" from the DoD Conference Guidance applies, as the event is directly related to internal agency business matters. (If applicable, discuss cost saving efforts). Additionally, cost reductions have been used as the event will be held in a military facility. (As applicable, summarize the purpose). Permitting the onsite collaboration of the CNRFC Medical Department leadership directly with the MDRs to discuss changes to instructions and policies is in concert with this provision.

5. Accordingly, further processing this request for “conference” approval is not required. CNRFC (Echelon III Commander) may approve this event as ordinary travel, which requires only that the first Flag Officer in the chain of command determine that it is mission essential.

I. M. LAWYER