



DEPARTMENT OF THE NAVY  
OFFICE OF THE ASSISTANT SECRETARY  
RESEARCH, DEVELOPMENT AND ACQUISITION  
1000 NAVY PENTAGON  
WASHINGTON DC 20350-1000

FEB 27 2002

MEMORANDUM FOR DISTRIBUTION

Subj: FISCAL RESPONSIBILITY IN CONTAINING CONFERENCE COS' S

- Encl: (1) SECNAV Memorandum of January 8, 2002,  
Subj: DELEGATION OF AUTHORITY FOR FISCAL  
RESPONSIBILITY IN CONTAINING CONFERENCE COSTS  
(2) USD(AT&L) Memorandum of November 29, 2001,  
Subj, as above  
(3) Joint Travel Regulations, Part S, C4950, 4955  
(4) Conference Approval Format Sheet

Enclosures (1) and (2) stress the importance of good fiscal stewardship when selecting conference sites. The purpose of this memorandum is to establish a process to ensure that we are in compliance with those enclosures.

Effective immediately, in accordance with Enclosure (1), please submit all requests to sponsor conferences through my Administrative Office to be forwarded to my office for approval.

Enclosure (3) provides amplifying guidance for defining "conference" and "meeting". Enclosure (4) should be used when submitting requests for approval of conferences. Requests must be submitted in ample time to permit appropriate staffing and review.

Point of contact is Cheryl Horn, Director, Manpower and Administration. She may be reached on (703) 614-5316 or fax (703) 614-3192. Ms. Horn will serve as the focal point to staff requests and obtain approval prior to the event.

A handwritten signature in cursive script, reading "Paul A. Schneider".

Paul A. Schneider  
Principal Deputy

Subj: FISCAL RESPONSIBILITY IN CONTAINING CONFERENCE COST 3

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DEPARTMENT OF THE NAVY  
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8 January 2002

MEMORANDUM FOR DISTRIBUTION

Subj: DELEGATION OF AUTHORITY FOR FISCAL RESPONSIBILITY IN  
CONTAINING CONFERENCE COSTS

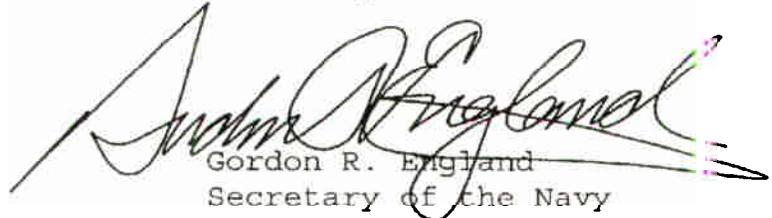
Encl: (1) OSD A&M memo of 29 Nov 2001

Enclosure (1) provides guidance regarding the DoD requirement to exercise strict fiscal responsibility when selecting conference sites and requires that the Secretaries of the Military Departments ensure that:

- (1) conference costs are kept to a minimum,
- (2) best value is obtained by the Government, and
- (3) DoD/Government attendees stay within normal per diem rates.

The Under Secretary, Assistant Secretaries and the General Counsel of the Navy are designated as the conference approval authorities for their immediate offices and for their direct reporting subordinate activities. All other addressees will submit conference requests to the Under Secretary via the Assistant for Administration.

It is imperative that conference approving officials be good stewards of our resources in this area as in all others as we streamline our organizations to accomplish more with reduced budgets.

  
Gordon R. England  
Secretary of the Navy

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ADMINISTRATION AND  
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE  
1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

29 NOV 2001

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
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SUBJECT: Fiscal Responsibility in Containing Conference Costs

This memorandum updates Director, Administration and Management guidance of 7 May 1993, subject, "Government Fiscal Responsibility and Reducing Perquisites," and reiterates Department of Defense responsibility to exercise strict fiscal responsibility when selecting conference sites by evaluating cost differences of prospective locations and keeping agency representation to a minimum consistent with the public's interest. This guidance is in accordance with OMB Bulletin No. 93-11, and the detailed policies and procedures reflected in Part S of Chapter 4 (Joint Travel Regulations (JTR)) and Part G of Chapter 6 (Joint Federal Travel Regulations (JFTR)), which can be accessed at <http://www.dtic.mil/perdiem/tjw/regs.html>.

In order to ensure that conference costs are kept to a minimum, best value is obtained by the Government, and DoD/Government attendees stay within normal per diem rates, effective immediately:

- A. Heads of DoD Components (with the exception of those specified in paragraph B), or their Principal Deputies, shall personally review and approve requests by their staffs or subordinate organizations to hold conferences. At a minimum, they should (a) consider whether the conference is necessary for the effective accomplishment of the organization's mission, (b) evaluate the cost differences of prospective sites, and (c) limit attendance to the minimum number of individuals required. Furthermore, they shall ensure that conference sponsors not hold conferences at any location in which it would be necessary for attendees to get actual expenses authorized that would exceed normal per diem rates.

Encl 1)

- B. The Secretaries of the Military Departments, Chairman of the Joint Chiefs of Staff, and Commanders of the Combatant Commands shall designate conference approval authorities at appropriate levels within their respective organizations to evaluate the factors outlined in paragraph A above before conferences are approved.
- C. Documentation of compliance with this guidance and JTR/JFTR should be maintained for inspection by Inspector Generals or other interested parties.



D. O. Cooke  
Director

PART R: RESERVE

PART S: CONFERENCES

C4950 CONFERENCE PLANNING (FTR PART 301-74)

A. Authority.

OMB Bulletin No. 93-11, dated 19 April 1993, To The Heads of Executive Departments and Establishments, Subject: Fiscal Responsibility and Reducing Perquisites, Attachment 5.

B. Policy.

The public interest requires that the Uniformed Services exercise strict fiscal responsibility when selecting conference sites. Accordingly, the Services shall select conference sites that minimize conference costs. When Service representatives attend conferences sponsored by others, the Service must keep its representation to a minimum consistent with serving the public's interest.

C. Scope and Coverage.

This guidance applies to all Executive Departments, agencies and the Uniformed Services that sponsor conferences or pay for travel to conferences. In addition to conference travel by employees, this guidance applies to conference travel paid for persons invited to travel in support of Service programs.

D. Definitions

1. Conference:

A meeting, retreat, seminar, symposium or event that involves attendee travel. The term also applies to training activities that are conferences under 5 CFR 410.404.

2. Conference costs:

All costs paid by the Government for a conference, whether paid directly or reimbursed by DoD Agencies. Examples include:

- a. attendee's travel costs (i.e., travel to and from the conference, ground transportation, lodging, meals and incidental costs),
- b. attendee's time costs (i.e., the cost of attendee's time spent at the conference and traveling to and from the conference),
- c. meeting room and audiovisual costs,
- d. registration fees,
- e. speaker fees,

f. **conference-related administrative fees, and**

g. **similar costs.**

**3. Conference lodging allowance:**

the lodging allowance that is up to 25 percent above (rounded up to the next higher dollar) the established geographical lodging portion of the per diem rate. The M&IE portion of the per diem allowance remains unchanged.

**4. Site:**

refers to both the geographical location and the specific facility selected.

**E. Actions Required.**

When planning a **conference** DoD Agencies must:

**1. Determine which conference expenditures provide the greatest advantage to the Government, by**

a. **ensuring appropriate management oversight of the conference planning process,**

b. **performing cost comparisons of the size, scope, and location,**

c. **determining if a Government facility is available at a lesser rate,**

d. **considering conference alternatives, e.g., teleconferencing,**

e. **maintaining written documentation of the alternatives considered and the selection rationale used, and**

f. **minimizing cost by exercising strict fiscal responsibility in determining the best site.**

**2. minimize the conference administrative costs,**

**3. minimize the attendees' travel costs,**

**4. minimize the attendees' time costs,**

**5. use Government-owned or Government provided facilities as much as possible,**

**6. identify ways to save costs in selecting a particular conference site (e.g., lower rates during the off-season), and**

**7. develop and establish internal policies that ensure these standards are met.**

**NOTE: Individuals must have the requisite contracting authority to obligate the**

Government in connection with conference arrangements.

#### F. Cost Considerations.

When planning a conference, DoD Agencies should consider all direct and indirect conference costs paid by the Government. Conference costs to be considered include:

1. travel and per diem expenses,
2. rent of rooms for official business,
3. usage of audiovisual and other equipment,
4. computer and telephone access fees,
5. light refreshments for morning, afternoon, or evening breaks excludes alcoholic beverages and includes: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items (when the conference is conducted at the sponsoring activity's PDS, and a majority of the attendees (at least 51%) are from other PDSs),
6. printing,
7. registration fees,
8. ground transportation, and
9. attendees' travel and time cost.

#### G. Cost Comparisons.

When planning a conference, DoD Agencies must do cost comparisons to ensure the greatest benefit to the Government. Cost comparisons include:

1. determination of adequacy of lodging at the established per diem rate,
2. overall convenience,
3. fees,
4. meeting space availability,
5. equipment availability, e.g., audiovisual, fax,
6. commuting or travel distance of most attendees, and
7. other conference expenses.

#### H. Conference Site Selection

## 1. Documentation.

DoD Agencies must maintain a record of the cost of each alternative **conference** site considered for each **conference** sponsored or funded, in whole or in part, for 30 or more attendees. A minimum of three sites must be considered for the **conference** and the documentation must be available for inspection by the Office of the Inspector General or other interested parties.

## 2. Locality Per Diem Rate.

Initial selection of a location must be based on the established per diem rate; however, to provide DoD flexibility in the selection of the appropriate lodging facility at the most advantageous location, the lodging portion of the established per diem rate may be exceeded by up to 25 percent, if necessary. . For example, if the established geographical lodging portion of the per diem rate is \$100, then facilities with lodging rates up to \$125 may be considered when selecting the **conference** location.

## 3. Conducted in the District of Columbia.

The following special rules apply when the **conference** site is in the District of Columbia:

- a. Lodging facilities may not be directly procured in the District of Columbia without specific authorization and appropriation from Congress (40 U.S.C. B34), and
- b. any short-term **conference** meeting space obtained in the District of Columbia must be procured under 41 CFR 101-17.101-4.

NOTE: The rules in a and b do not prohibit payment of per diem to a traveler authorized to obtain lodging in the District of Columbia while performing official business travel.

## I. Requirements for Attendance, Sponsoring or Funding a Conference at a Place of Public Accommodation

1. Attendance at a **conference** must be authorized by an official designated through the Secretarial Process.
2. Sponsoring or funding a **conference** by a DoD component at a place of public accommodations must be authorized by an official designated through the Secretarial Process.
3. When sponsoring or funding a **conference**, in whole or in part, at a place of public accommodation in the U.S., FEMA-approved accommodations must be used, unless the official designated through the Secretarial Process for authorizing the sponsoring and/or funding of a **conference** makes a written determination on an individual case basis that waiver of the requirement to use FEMA-approved accommodations is necessary and in the public interest for a particular event.

#### J. Advertisement or Application Form for Conference Attendance.

Any advertisement or application for attendance at a conference sponsored or funded by a DoD Agency must include:

1. notice that attendees must use FEMA-approved places of public accommodation unless a waiver has been issued as indicated in subpar. F, item 3, and
2. notice of the prohibition of use of non FEMA-approved places of public accommodation to all non-Federal entities, e.g., contractors, to which the DoD Agency provides Federal funds.

#### K. Selection of Attendees.

DoD must establish policies that reduce the overall cost of attending a conference. The policies and procedures must:

1. limit the Agency's representation to the minimum number of attendees necessary to accomplish the Agency's mission; and
2. provide for the consideration of travel expenses when selecting attendees.

#### L. Conference Administrative Costs.

Conference administrative costs may not be included in an attendee's per diem allowance payment for attendance at a conference. Per diem is intended only to reimburse the attendee's subsistence expenses. Administrative costs must be paid separately.

#### M. Conference Lodging Allowance.

The Conference Lodging Allowance is a pre-determined allowance of up to 125 percent of the applicable locality lodging per diem rate (rounded to the next highest dollar) and:

1. is not an actual expense allowance,
2. may not be used if the lodging rate exceeds the established lodging allowance by more than 25 per cent, and
3. may not be used concurrently with the actual expense method of reimbursement.

#### N. Conference Lodging Allowance Approval Authority

1. **Government Sponsored Conference.** Only a designated senior official of the sponsoring agency may determine that a conference lodging allowance is necessary, and the conference lodging allowance rate. All agencies must use that rate in reimbursing their attendees' lodging expenses.

2. **Non-Government Sponsored Conference.** The order-issuing official may

authorize a member to be reimbursed for lodging expenses incurred up to the conference lodging allowance rate.

NOTE: If the Conference Lodging Allowance is inadequate, see JTR, Chapter, 4, Part M, for actual expense reimbursement authorization procedures.

#### O. Conference M&IE Rate

##### 1. Light Refreshments.

When light refreshments are furnished at nominal or no cost by the Government, no deduction of the attendee's M&IE allowance is permitted.

##### 2. Meals Included in Registration Fee.

When one or two meals are furnished at nominal or no cost by the Government, or are included in the registration fee, the proportional meal rate applies for each day meals are furnished.

### C4955 CONFERENCE ATTENDANCE

#### A. General.

Employees may attend and participate in conferences/meetings of recognized professional organizations to maintain and further their professional competency at Government expense (including TDY expenses), subject to the availability of funds and the employees' work responsibilities.

#### B. Authority.

Title 5 U.S.C. §4110 authorizes conference attendance expenditures for meetings concerned with the functions and activities of the DoD component which contribute to improved conduct, supervision, or management of the component's functions and activities. This authority applies to attendance at technical, scientific, professional, or similar private membership non-Federal societies and organizations (38 Comp. Gen. 800 (1959)). This authority is independent of the training authority included in par. C4500 unless it is administratively determined that training is the primary purpose of attendance at a meeting.

#### C. Government Sponsored Conferences.

Attendance at Government expense may be authorized for the following:

1. conferences sponsored or cosponsored by a Federal agency at which an employee's attendance is required in the performance of official duties;
2. conferences of state/municipals government organizations, or of international agencies in which the Federal Government is officially participating, and the employee's attendance is related to official duties or for the purpose of transacting DoD business;

3. conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the DoD functions or activities and attendance is in the employee's official performance; and

4. similar activities.

#### D. Non-Government Sponsored Conferences

1. General.

Conference attendance for non-Federal technical, scientific, professional, and comparable private membership organizations is subject to the conditions in subpars. 2 through 4.

2. Attendance and Approval Requirements.

Attendee selection and approval is subject to the provisions of governing regulations of the separate departments consistent with the regulations in Part Q (Acceptance of Payment from a Non-Federal Source for Travel Expenses).

3. Purpose.

Employees may attend conferences at Government expense to:

a. further the programs of their DoD components;

b. present scientific and technical papers which further the development of the U.S. resources; and

c. maintain an effective professional, scientific, technical, managerial, and supervisory workforce.

4. Security.

Security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations should be examined by an appropriate security officer at the activity concerned. Employees who attend such meetings must be briefed about security implications, when necessary, prior to attendance.

#### E. Registration Fees and Miscellaneous Expenses

1. When Travel is Involved.

Registration fees authorized in the travel order or approved on a travel claim voucher are reimbursable. The proportional meal rate applies on any day that the cost for one or two meals is included in the registration fee (see par. C4554-B). Information should be included on the order as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the registration fee includes lodgings

without charge, only the applicable proportional per diem or TDY locality M&IE rate prescribed in <http://www.dtic.mil/perdiem/> is paid.

## 2. When No Travel is Involved.

The registration fee may be reimbursed when attendance is authorized for a conference in the local area that:

- a. does not involve travel,
- b. does not involve per diem, and
- c. for which a travel order is not issued.

## 3. Miscellaneous Expenses.

Independent charges/fees for light refreshments/snacks are not a reimbursable expense. Charges/fees for light refreshments/snacks are reimbursable **ONLY** when included as part of the conference registration fee.

## F. Membership Fees and Dues.

A DoD component may pay membership fees or dues from appropriated funds when the membership is in the Government's interest and the membership is in the DoD component's name (e.g., Per Diem Travel and Transportation Allowance Committee). (31 Comp. Gen. 398 (1952); 33 id. 126 (1953)).

## G. Entertainment Expenses.

Entertainment expenses for social events and other personal expenses not directly required by official duties are not reimbursable.

MEMORANDUM FOR THE PRINCIPAL DEPUTY ASSISTANT SECRETARY OF  
THE NAVY (RD&A)

Via: Director of Manpower & Administration

Subj: REQUEST APPROVAL OF CONFERENCE PLAN

Provide a brief description of the conference, its purpose, and proposed dates.

Address the following:

1. Number of government attendees
2. Number of industry attendees
3. How is the conference being funded?
4. Planned location and duration
5. Cost comparison of sites considered. Rationale utilized for the site selected.

The sponsor must confirm that the three provisions listed in the Secretary of the Navy's memo of 8 January 2002 have been met.

Signed at the appropriate level

ASN/PDASN Decision:

Approved:

Discuss: