

DEPARTMENT OF THE NAVY  
Office of the Chief of Naval Operations  
Washington, DC 20350-2000

OPNAVINST 4651.4C  
OP-09B21  
27 July 1989

OPNAV INSTRUCTION 4651.4C

**From:** Chief of Naval Operations  
**To:** All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

**Subj:** POLICY REGARDING SECURITY ISSUES AND COSTS ASSOCIATED WITH PARTICIPATION IN NON-FEDERALLY SPONSORED SEMINARS, CONFERENCES, AND COURSES

**Ref:** (a) SECNAVINST 4651.8L  
(b) CPI 410.8 (NOTAL)  
(c) OPNAVINST 5510.1H  
(d) SECNAVINST 5370.2J  
(e) OPNAVINST 5540.8L (NOTAL)  
(f) Joint Travel Regulations, Vol 2, Para C4500-4d  
(g) SNDL Part 2 Catalog of Naval Shore Activities (OPNAV P09B2-105)

1. **Purpose.** To disseminate guidance supplementing references (a) and (b) for participation of Navy military and civilian personnel in non-federally sponsored seminars, conferences and courses, and to further delegate approval authority in reference (a) for attendance at and participation in meetings by military personnel.

2. **Cancellation.** OPNAVINST 4651.4B.

3. **Background.** Reference (a) provides Secretary of the Navy policy and criteria for attendance at meetings and conferences by military personnel. Reference (b) covers civilian personnel. Additional, more restrictive guidance for both military and civilian personnel is necessary because of limitations in temporary additional duty travel funding and the proliferation of costly conferences, seminars, symposia and short courses directed toward federal employees and conducted by non-federal

organizations. The instructors in these offerings are often Navy employees or individuals who have acquired their expertise as contractors for the Navy and, in many instances, most of the attendees are Navy military or civilian personnel. The attendance fees, travel costs and lost work hours for the numerous attendees are a significant item of expense to the Navy. Of even greater concern is the threat to national security in those sessions related to Navy systems. The knowledge of the participants could easily lead to inadvertent compromise through verbal exchanges or written presentations during the sessions.

4. **Policy.** Participation must be limited to mandatory attendance requirements, such as courses required for licensure or certification of health care personnel as described in reference (a), and those instances in which the benefits to the Navy clearly outweigh the costs of participating in the sessions. Navy-conducted or sponsored courses on government premises should be substituted where the number of Navy attendees is significant. The security requirements of reference (c) regarding clearance of papers, course curriculum, etc., and foreign travel briefings as appropriate, must be accomplished prior to participation. (R)

5. **Action**

a. Activity heads must ensure that:

(1) Attendance is not authorized when the primary benefit is for individual development rather than facilitating accomplishment of the agency's mission. Courses attended as a part of structured government training programs such as the various educational opportunities for military personnel provided under the Navy Campus Program as well as Upward Mobility, SES Candidate Development and similar civilian personnel training are considered as accomplishing agency mission. Courses conducted at no cost to the government or subsidized by the Veterans (R)

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Administration, and not attended on government time, are not restricted unless there is potential for breach of national security information restrictions.

(2) Expenses, including fees, travel costs and other costs attributable to participation, justify the objectives to be achieved.

(3) The number of participants from an activity is limited to the minimum number required to accomplish command objectives. Where feasible, one individual in attendance should summarize the conference results for other staff members.

(4) Government sponsored and hosted programs are used when available instead of non-government programs. When a government program is not available but appears warranted, it should be proposed to the appropriate sponsor.

(5) Staff members are advised that prior to participating as an instructor for a federally or non-federally sponsored course or seminar related to their government employment the activity head must be notified, and written material for the session submitted for security review.

(6) Staff members are advised to ensure that their participation as instructors/speakers/lecturers complies with the regulations of reference (d) governing standards of conduct for members of the Naval Service and civilian employees of the Navy.

(7) Prior to participation, staff members are cautioned regarding their individual responsibility for safeguarding classified information if the particular subject matter to be addressed in the session may reasonably include informational exchanges involving national security.

(8) The activity security manager is conversant with pertinent security regulations, including references (c), (e) and (f) as they apply to conferences, seminars and courses.

b. Echelon 2 commanders are specified as designees of the Secretary to approve expenses of travel by military personnel to, and attendance at, meetings in accordance with the policy, regulations, and criteria contained in reference (a). This approval authority may be redelegated in writing to echelon 3 activities listed in section 2 of reference (g). The delegation for civilians is prescribed by reference (b).

L. A. EDNEY  
Vice Chief of Naval Operations

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