



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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WASHINGTON, DC 20350-2000

OPNAVINST 5050.24F
N09B16
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OPNAV INSTRUCTION 5050.24F

From: Chief of Naval Operations

Subj: POLICY AND PROCEDURES CONCERNING SPONSORING CONFERENCES
INVOLVING EXPENDITURE OF NAVY TEMPORARY DUTY FUNDS

Ref: (a) DoD Directive 5154.29 dated 9 March 1993
(b) Joint Federal Travel Regulations, Chapter 2, Part G
(c) Joint Travel Regulations, Chapter 4, Part S

1. Purpose. To update the policy and procedures for sponsoring conferences involving expenditure of temporary duty funds. This instruction has been reviewed by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) in accordance with reference (a) as PDTATC Case 020503. This instruction is a substantial revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 5050.24E.

3. Background. Conferences provide a forum for the exchange of ideas and information which could not readily be accomplished through other means. Conferences require careful planning to minimize total cost to the Navy and to ensure that security and legal requirements are properly addressed. Conferences are not appropriate if the subject matter can be transmitted by directive, telephone, or other means at a fraction of the cost without significant reduction of effectiveness.

4. Policy

a. Approval authorities designated in paragraph 6 will restrict conferences involving expenditure of temporary duty funds to those absolutely essential to meet mission requirements and will ensure that any potential security or legal issues are addressed in advance.

b. Conferences should not be scheduled unless objectives and expected results are commensurate with the expenditure of labor and funds.

c. Conferences should reflect a balance of views representative of the population affected by the subject matter of the conference. The level and extent of involvement and representation by women and minorities in conferences warrant special consideration by all levels of sponsoring and participating commands from the perspectives of professional development and diversity in points of view.

d. Conference approval authorities will ensure compliance with references (b) and (c).

e. Conference approval authorities will not approve conferences to be held at any location in which it would be necessary for attendees to get actual expenses authorized that would exceed normal per diem rates.

f. Conference approval documentation will include an evaluation of the cost differences of prospective sites as required by references (b) and (c).

g. Conferences involving temporary duty funds should only be scheduled if video teleconferencing or other less costly alternatives have been determined to not be available.

h. Conferences involving civilian participation should be scheduled to minimize travel of civilian employees outside of regularly scheduled work hours.

i. Conferences or portions of conferences during which classified information is to be disseminated shall be limited to appropriately cleared U.S. Government or U.S. Government contractor locations.

5. Considerations. The objectives of controlling conference scheduling are to ensure: (a) the optimum use of temporary duty funds in relation to conference goals; (b) observance of CNO policy; and (c) compliance with applicable security and legal requirements. Approval authorities must carefully weigh all factors concerning a proposed conference including:

a. How does the proposed conference relate to accomplishment of the assigned mission?

- b. What is the objective of the conference? Is the objective clear and attainable?
- c. Is a conference the only or most cost-effective means of accomplishing the desired objective? Have all less costly alternatives been thoroughly explored? Are teleconferencing facilities available to reduce the expenditure of temporary duty funds?
- d. Has CNO policy regarding balanced representation been taken into account in terms of point of view and professional expertise represented as well as opportunities for professional development through participation?
- e. Do the anticipated results justify the direct costs in man-hours and temporary duty funds?
- f. Do the decisions regarding site selection, attendees, and meeting dates take into account associated resource costs?
- g. What activities are expected to send representatives? What is the total number of attendees? Is there compelling rationale for multiple attendees from a single activity?
- h. What is estimated total Navy cost associated with the proposed conference?
- i. Have efforts been made to minimize temporary duty costs through use of Morale, Welfare and Recreation Department facilities (i.e., conference space and logistical support), and Bachelor Quarters (BOQs/BEQs)?
- j. For recurring conferences: has the original requirement for the conference been revalidated? Has consideration been given to extending the interval between recurring conferences to reduce annual cost?
- k. Has the agenda been set to minimize the number of days required for the conference?

l. If classified material is to be discussed, has the command security manager been advised? How will access to the conference be controlled?

m. Will the conference include any nonfederal participants or attendees? If so, what is their relationship to the Federal government (e.g., contractor, consultant, advisory committee member) and have all formal and informal arrangements and regulations governing their attendance, participation and compensation been observed, including any required legal review?

6. **Authority and Procedures**. Conference approval authority and procedures are as set forth below.

a. **For Office of the Chief of Naval Operations (OPNAV)**

(1) Conferences that are (1) estimated to cost more than \$30,000 in travel and per diem costs; (2) estimated to have 50 or more in attendance; or (3) are estimated to cost more than \$75,000 in conference costs must be approved in advance by the Director, Navy Staff (DNS).

(2) Conferences not meeting these criteria must be approved in advance by the sponsoring OPNAV Principal Official (OPO).

(3) Conference requests will be forwarded to DNS or OPO, as appropriate, and will provide justification addressing the considerations in paragraph 5 and addressing site cost comparison as required by references (b) and (c). Conference announcements may be released only after receipt of DNS or OPO conference approval.

b. **For all other commands, bureaus, and shore activities under the command of CNO and components of the Operating Forces.**

(1) Echelon 2 activities are delegated authority to approve conferences sponsored by their respective commands.

(2) Conference approval authority may be redelegated to subordinate heads of activities except that any conference estimated to cost more than \$5000 in either travel and per diem

or conference costs must be approved by a flag or SES, or at the Echelon 2 level.

(3) Conference requests will address the considerations in paragraph 5 and site cost comparison as required by references (b) and (c).

7. **Control**. Approving officials should maintain records of conference approvals and provide information, upon request, to CNO for those conferences estimated to cost in excess of \$5000 in travel and per diem costs.

8. **Report**. The reporting requirement contained in paragraph 6b is exempt from reports control by SECNAVINST 5214.2B.

P. A. TRACEY
Vice Admiral, USN
Director, Navy Staff

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