



UNITED STATES MARINE CORPS
MARINE CORPS UNIVERSITY
EDUCATION COMMAND
2076 SOUTH STREET
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO:

5050

CG

FEB 12 2020

MARINE CORPS UNIVERSITY/EDUCATION COMMAND ORDER 5050.1

From: Commanding General, Education Command
To: All Hands

Subj: CONFERENCE ATTENDANCE

Ref: (a) Department of Defense (DoD) Conference Guidance Version 4.0, 26 June 2016
(b) Joint Travel Regulation
(c) Marine Corps Conference Hosting and Attendance Guidance, 20 Nov 17
(d) Training and Education Command Conference Hosting and Temporary Additional Duty Approval Authority, 30 Oct 18
(e) Department of Defense Financial Management Regulations Volume 9, Chapter 5
(f) Marine Corps Order 4600.40C

Encl: (1) Non-DoD Conference Attendance Request
(2) Conference Brief Sheet
(3) Attendees by Name
(4) Transportation Analysis
(5) Route Sheet
(6) Quarterly Conference Approval Report

1. Situation. This policy provides Marine Corps University (MCU)/Education Command (EDCOM) with direction pertaining to conference attendance.

a. Definitions. A conference, as defined in reference (a), is a meeting, retreat, seminar, symposium, or event that involves attendee travel.

b. Exemptions

- (1) Meetings to carry out statutory command and staff oversight function.
- (2) Meeting to determine interagency matters.
- (3) Meetings necessary to carry out planning or execution of operational or operational exercise activities or pre-deployment, deployment, or post-deployment activities.
- (4) Bi-lateral and multi-lateral international cooperation engagements.
- (5) Formal classroom training.

(6) Change of command, official military award, funeral, or other such ceremonies.

(7) Meetings where DoD participation is primarily focused on recruitment efforts.

(8) Meetings of advisory committees subject to reference (b), where the membership of the committee consists of one or more individuals who are not full-time or permanent part-time Federal officers or employees.

c. Approval Authority

(1) Conference attendance requests above \$100,000 will be routed, via DoN Tracker, to the Director, Marine Corps Staff (DMCS) in accordance with (IAW) reference (c).

(2) Conference attendance requests costing \$50,000 to \$100,000 will be routed, via DoN Tracker, to Commanding General (CG), Training and Education Command (TECOM) for approval IAW reference (d).

(3) Conference attendance requests costing less than \$50,000 will be routed to Commanding General (CG), EDCOM for approval IAW reference (d).

2. Mission. MCU/EDCOM personnel will route requests for conference attendance IAW the references and this order to ensure the balance of continued professional development and prudent stewardship of taxpayer dollars.

3. Execution

a. Commander's Intent

(1) Purpose. To ensure all military and civilian personnel have a clear understanding of requirements and expectations when requesting approval to attend a conference to balance professional development with prudent stewardship of government funds.

(2) Method. We will submit conference attendance requests which outline the opportunity, its criticality to mission, and the enhancements to professional development achieved from attendance. Further, requests will be reviewed by the MCU/EDCOM Financial Management Office (FMO) and Staff Judge Advocate (SJA) for financial feasibility and legal compliance.

(3) Endstate. Directors are able to further professional development through conference participation and attendance.

b. Concept of Operations

(1) All non-DoD conference attendance requests will be submitted at least 30 days prior to the date of travel and include, at a minimum, the following:

(a) Non-DoD Conference Attendance Request cover letter, enclosure (1), providing details of the conference host, dates, location, number of attendees, and total cost.

(b) Conference Brief Sheet, enclosure (2).

(c) Attendees by Name, enclosure (3), if all are not identified in the cover letter.

(d) Transportation Analysis, enclosure (4), if attendees request a rental car at the conference site.

(2) Conference attendance requests will be routed as shown in enclosure (5) to CG, EDCOM for approval or forwarding to the appropriate approval authority.

c. Tasks

(1) Vice President for Academic Affairs. Review conference attendance requests to determine if attendance is essential in support of academic programs.

(2) Vice President for Business Affairs

(a) Review all conference attendance requests to determine if such attendance is appropriately related to the performance of the employee's or military member's official duties and is of vital interest to the Marine Corps for the purpose of intellectual discourse.

(b) Consider alternative means of delivering the relevant information that would mitigate the need for physical co-location in determining whether co-location in a conference setting is essential.

(3) Vice President for Operations and Plans. Upload and route conference attendance requests costing \$50,000 or greater to the appropriate approval authority per paragraph 1.c. of this order and IAW the references.

(4) SJA. Review all conference attendance requests to ensure compliance with all applicable laws and policy.

(5) Director, Financial Management Office (FMO)

(a) Review all conference attendance requests to ensure compliance with the references, as applicable.

(b) Submit a quarterly conference approval report, enclosure (6), to DMCS via the chain of command IAW reference (c).

(6) Defense Travel System (DTS) Approving Official

(a) Approve Conference-related Temporary Duty (TDY) travel orders upon receipt of enclosure (1) with the appropriate approval authority signature listed in paragraph 1.c.

(b) Approve Conference-related travel vouchers upon the completion of travel.

(c) If the Conference-related TDY travel event is cancelled, ensure the authorization is cancelled in DTS. If a conference fee was paid by the traveler on their Government Travel Charge Card (GTCC), a voucher must still be submitted to ensure reimbursement.

(d) If the GTCC is used by a traveler more than 30 days in advance of the estimated travel date, ensure a local voucher is submitted to prevent GTCC delinquency.

(7) Conference Attendee.

(a) The appropriate approval authority signature listed in paragraph 1.c of this order is the authorization for conference participation. Ensure either the DMCS, CG, TECOM, or CG, EDCOM has approved the conference request prior to creating a travel authorization or paying a conference registration fee. Any cost incurred without the appropriate approval authorization will be an individual expense.

(b) Reference (f) authorizes the GTCC to be used to pay for conference registration fees. If registering for a conference more than 30 days in advance of the event, ensure a local voucher is submitted for the conference registration fees via the DTS.

(c) Submit the travel voucher within five days upon returning from the conference.

4. Administration and Logistics

a. MCU/EDCOM FMO is the Office of Primary Responsibility for conference attendance requests. FMO is the first point of contact for all questions and concerns regarding conference attendance.

b. MCU/EDCOM FMO maintains all records associated with conference attendance.

5. Command and Signal

a. Command. This order is applicable to all service members (active and reserve) and civilian personnel, assigned or attached to Education Command.

b. Signal. This order is effective the date signed until superseded or cancelled by authority of the Commanding General, Education Command.


J. M. BARGERON



UNITED STATES MARINE CORPS
MARINE CORPS UNIVERSITY
EDUCATION COMMAND
2076 SOUTH STREET
QUANTICO, VIRGINIA 22134-5067

IN REPLY REFER TO:
5050
CG
10 Nov 20

From: Director, National Museum of the Marine Corps
To: Commanding General, Education Command

Subj: REQUEST TO ATTEND THE 2020 VIRGINIA ASSOCIATION OF MUSEUM CONFERENCE
10 - 13 MARCH 2020

Ref: (a) DoD Conference Approval Guidance of 26 Jun 2016
(b) DMCS, Marine Corps Conference Hosting and Attendance Guidance of 20 November 2017
(c) CG, TECOM Conference Hosting and Attendance Guidance of 30 October 2018
(d) JTR
(e) DoD 5500.07R, Joint Ethics Regulations

Encl (1) Conference Brief Sheet
(2) Attendees by Name
(3) Conference Agenda

1. In accordance with the references, request approval to attend the subject conference. The following conference information is provided:

- a. Conference Host: Virginia Association of Museums
- b. Conference Dates: 10 – 13 March 2020
- c. Conference Location: Hilton Norfolk Conference Hotel, Norfolk, VA
- d. Estimated Number of Attendees: 4
- e. Total Cost: \$ 3,433.00

2. During this conference, staff members from several departments will be able to efficiently access subject matter experts, vendors, and presenters. At this conference, the attendees will interface with other museum colleagues, subject matter experts, and vendors who will demonstrate new products and techniques. The demonstrations attendees participate in, the knowledge they glean, and the practical experiences as they network with others in their field will be immediately applied to ongoing programs. Of special value are the sessions on community engagement, accessibility, science, technology, and education.

3. Attendance at this event is mission essential for the National Museum of the Marine Corps (NMMC) strategic plan and education programming as well as the staff aligned with those goals. This interaction and training is critical to ensure that the NMMC stays current, relevant, responsive to new trends, and maintains accreditation with the American Alliance of Museums.

4. All cost reduction measures have been implemented. Sending four staff members allows coverage of concurrent events. Attendees will stay for minimal time and commute by personal vehicles to and from

ENCLOSURE (1)

Subj: REQUEST TO ATTEND THE 2018 VIRGINIA ASSOCIATION OF MUSEUM
CONFERENCE 10 - 13 MARCH 2020

the conference destination. The associated expenses and activities comply with all applicable travel, conference, and acquisition regulations. There are no cost offsets from any outside source.

5. I certify that participation in this conference will significantly advance the Department of the Navy's mission and would not cause a reasonable person with knowledge of all the relevant facts to question the integrity of the Marine Corps' programs or operations.

6. For any questions, please contact Ms. Jane A. Marine at (000) 123-4567, or jane.marine@usmcu.edu.

JOHN DOE

EDCOM, SJA: Concur _____ Non-concur _____ _____ date

CG Approves: _____ _____ date

CG Disapproves: _____ _____ date

DEPARTMENT OF THE NAVY - ATTENDANCE AT CONFERENCE REQUEST
2018 VIRGINIA ASSOCIATION OF MUSEUMS CONFERENCE

1	Organization submitting request	National Museum of the Marine Corps	
2	POC for attendance at this conference	John Doe, NMMC	
3	Name of Conference	2020 Virginia Association of Museums Conference	
4	Dates of Conference	10 - 13 March 2020	
5	Travel Dates for Attendees	10 March and 13 March 2020	
6	City and State	Norfolk, VA	
7	Venue Name	Hilton Norfolk Conference Hotel	
8	Conference Host/Sponsor (NFE or non-DoD agency only)	Virginia Association of Museums	
9	Conference Website URL	www.vamuseums.org	
10	Agenda: Is there anything in the agenda that would create an unfavorable perception?	No	
11	Total # of Attendees from your organization	4	
12	# of local attendees	0	
13	# of attendees in TAD status	4	
14	# of attendees who will need to arrive early for conference setup	0	
15	Conference Fee Amount (per person)	\$270.00	
16	Are meals provided as part of the conference fee? Identify which meals	No	
17	# of attendees paying the conference fee	4	
18	Lodging rate for city & state	\$93.00	
19	Meals rate for city & state	\$46.00	
20	Incidentals rate for city & state	\$5.00	
22	Describe the value to the organization and how it advances the DON mission	The Museum is poised to open permanent galleries, and this is the right time to take advantage of this specialized training, thereby supporting DON's missions to keep the public - and the next generation of Sailor and Marines - fully engaged with its proud heritage.	
23	What is the impact if this is disapproved?	NMMC misses a cost-effective opportunity to participate in relevant training and networking with other museum professionals and tour operators at a single location. Without regular professional training, NMMC's staff becomes less relevant to trends in our industry and less skilled in our trade.	
25	Costs	Amount	Notes
A	Airfare	\$0.00	
B	Baggage Fee charges	\$0.00	
C	Car Rental	\$0.00	
D	Parking Costs (airport, hotel)	\$160.00	\$20.00 x 4 (days) x 2
E	Taxi	\$0.00	
F	Trains	\$0.00	
G	Buses	\$0.00	
H	Mileage (local)	\$363.00	.55 x 165 x 2 x 2
I	Mileage (non-local)	\$0.00	
J	Lodging	\$1,116.00	\$93.00 x 3 (days) x 4
K	Lodging Tax	\$0.00	
L	Incidentals	\$70.00	\$5.00 x 2 (full days) x 4 + \$3.75 x 2 (for travel days) x 4
M	Visas	\$0.00	
N	Internet access	\$0.00	
O	Phone charges	\$0.00	
P	Meals	\$644.00	\$46.00 x 2 (full days) x 4 + \$34.50 x 2 (for travel days) x 4
Q	Registration Fees	\$1,080.00	\$270.00 per person
R	Materials (books, tools, etc.)	\$0.00	
S	Event fees	\$0.00	
T	Contractor fees	\$0.00	
U	Booth Space Rental	\$0.00	
V	Booth Shipping	\$0.00	
W	Advertisements	\$0.00	
X	Speaker Fees	\$0.00	
	Grand Total	\$3,433.00	

ENCLOSURE (2)

Rental Transportation Analysis at (Conference)

Cost Rollup

\$ 0	Rental Car – Can change to POV mileage for multiple attendees
\$ 0	Government Van Cost
\$ 0	Passenger Van Leased Cost
\$ 0	Airport/Hotel Shuttle Cost

Rental Car Analysis: Can change to POV mileage for multiple attendees

Assumption 1: Attendee will use a rental car.

\$ 0	Cost for (0) Attendee Rental Cars and Associated Expenses
\$ 0	Total Cost For (0) Rental Car Expenses reimbursements

Government Van Use Analysis

Assumption 1: Attendee will use a government van.

\$ 0	Airport to Meeting Location Cost (Both Ways/ All Attendees)
\$ 0	Cost Of (0) Daily Round Trips From Motor Pool to Meeting Location (27mi)
\$ 0	Cost of (0) Round Trips Between Lodging & Meeting
\$ 0	Total Cost for Gov Van

Passenger Van Leasing Analysis

Assumption 1: Attendee will use a passenger van.

\$ 0	Cost for (0) attendee(s) to lease a passenger van and associated expenses
\$ 0	Total costs for leasing passenger van.

Airport/ Hotel Shuttle Use Analysis

Assumption 1: Attendee will use a paid shuttle.

\$ 0	Cost for (0) attendee(s) to use hotel shuttle roundtrip.
\$ 0	Total costs for using hotel shuttle.

ENCLOSURE



MARINE CORPS UNIVERSITY ROUTING SHEET (INTERNAL) (Rev. 07-19)

1. DATE 22 January 2020

2. OPERATION CODE
- | | |
|---|-----------------------------------|
| X - ORIGINATOR OR OFFICE AFFIXING ROUTING SHEET | G - INFORMATION |
| A - APPROPRIATE ACTION | H - RETURN TO |
| B - GUIDANCE | I - INITIAL |
| C - SIGNATURE | J - DISPOSITION |
| D - COMMENT | K - DECISION |
| E - RECOMMENDATION | L - RETENTION |
| F - CONCURRENCE | X - ORIGINATOR |
| | O - (OTHER) <u>Other (define)</u> |

3. Subject: REQUEST TO ATTEND VIRGINIA ASSOCIATION OF MUSEUMS NON-DOD CONFERENCE 10-13 MARCH 2020

4. NATURE OF ACTION REQUIRED	ORIGINATOR INITIALS	DUE DATE (IF ANY)
ROUTINE	JD	1 MAR 20
URGENT		

5. REFERENCE HELD BY (NAME, GRADE, OFFICE, PHONE)
 J.DOE, Director, National Museum of the Marine Corp
 E-mail: john.doe@usmc.mil(000) 123-4567

6. RTG	7. OPR CODE	8. ADDRESSES	9. DATE		10. INITIALS	
			IN	OUT	CONCUR	NOT CONCUR
8	C,I	PRESIDENT				
7	A	CHIEF OF STAFF				
6	A	Exec Sec to Pres/ Aide				
		SgtMaj				
		Protocol				
3		SJA				
1		VPAA				
		- Academic Support				
		- Fellowship Instructional				
		- MAGTF Group				
		- Krulak Center				
		- LCSC				
5		VPBA				
4		- Admin Services				
2		- Financial Management				
		- Facilities				
		- Civilian Manpower				
		VPOP				
		- IRAP				
		VPDL				
		- Dir, CDET				
		- ET				
		DIR, MCWAR				
		DIR, SAW				
		DIR, CSC				
		DIR, EWS				
		DIR, Enlisted College				
	X	DIR, NMMC				
		DIR, LLI				
		DIR, HD/GRC				
		DIR, CAOCL				
		DIR, IT				

5a. REFERENCE FILENAMES (IF APPLICABLE)

11. REMARKS AND SIGNATURE

Purpose: Gain approval for personnel to attend the 2020 Virginia Association of Museums Non-DoD sponsored conference.

Background: The National Museum of the Marine Corps (NMMC) requests that staff members attend the subject conference to stay current with trends in the museum field with special emphasis on strategic planning and education.

Discussion: This event will significantly advance Marine Corps University's and the Department of the Navy's mission. The expenses and activities associated with these events comply with applicable travel, conference, and acquisition regulations

Recommendation: Recommend Approval.

Very respectfully,

J. DOE
Director, NMMC



MARINE CORPS UNIVERSITY ROUTING SHEET (INTERNAL)

1. DATE 19 Dec 2019

2. OPERATION CODE

- X - ORIGINATOR OR OFFICE AFFIXING ROUTING SHEET
- A - APPROPRIATE ACTION
- B - GUIDANCE
- C - SIGNATURE
- D - COMMENT
- E - RECOMMENDATION
- F - CONCURRENCE
- G - INFORMATION
- H - RETURN TO
- I - INITIAL
- J - DISPOSITION
- K - DECISION
- L - RETENTION
- X - ORIGINATOR
- O - (OTHER) Other (define)

3. Subject: Conference Policy

4. NATURE OF ACTION REQUIRED	ORIGINATOR INITIALS	DUE DATE (IF ANY)
ROUTINE	MES	
URGENT		

5. REFERENCE HELD BY (NAME, GRADE, OFFICE, PHONE)
Captain Matthew Stilson, Financial Management Office, 784-2485

6. RTG 7. OPR CODE 8. ADDRESSES 9. DATE 10. INITIALS

6. RTG	7. OPR CODE	8. ADDRESSES	9. DATE		10. INITIALS	
			IN	OUT	CONCUR	NOT CONCUR
7	C,I	PRESIDENT			2/12	JMB
6	A	CHIEF OF STAFF			2/5	JMB
5	A	Exec Sec to Pres/ Aide SgtMaj Protocol	2/6	2/12		JMB
2	A	SJA	12/19	12/23		JMB
		VPAA				
		- Academic Support				
		- Fellowship				
		- MAGTF Instructional Group				
		- Krulak Center				
		- LCSC				
4	A	VPBA	2/5	2/5		JMB
3	A	- Admin Services			1/23	KEJ
1	X,H	- Financial Management - Facilities - Civilian Manpower			12/19	KEJ
		VPOP				
		- IRAP				
		VPDL				
		- Dir, CDET				
		- ET				
		DIR, MCWAR				
		DIR, SAW				
		DIR, CSC				
		DIR, EWS				
		DIR, Enlisted College				
		DIR, NMMC				
		DIR, LLI				
		DIR, HD/GRC				
		DIR, CAOCL				
		DIR, IT				

5a. REFERENCE FILENAMES (IF APPLICABLE)

11. REMARKS AND SIGNATURE

Purpose: MCU/EDCOM Conference policy is enclosed. Government Travel Charge Card allowances are incorporated into the policy.

Recommendation: Respectfully request CG's signature.

Very respectfully,

Captain Stilson

RTN for corrections on 12/27/19
 updated corrections RTN to G-1 1/22/20 G/STP
 2/6 Shouldn't VPAA and VPOP have tasks? R/CG

2/11. ADDSD VPAA TASKS VIA HRC

Thanks.

DEC 27 2019

3039

