



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
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CNATRAINST 5050.3D
N00D
7 Aug 17

CNATRA INSTRUCTION 5050.3D

Subj: CONFERENCE POLICY AND PROCEDURES

Ref: (a) DoD Conference Guidance Version 4.0 of 26 Jun 16
(b) ALNAV 011/17
(c) COMPACFLT memo 5050 Ser N02/354 of 28 Mar 17
(d) SECNAVINST 4650.21

1. Purpose. To update the policy and procedures for obtaining necessary review and permission associated with meetings that involve expenditure of Chief of Naval Air Training (CNATRA) temporary additional duty (TAD) funds. This instruction has been substantially revised and needs to be read in its entirety.

2. Cancellation. CNATRAINST 5050.3C

3. Background. As part of the on-going effort to safeguard Federal funds, the Department of Defense (DoD) and the Department of the Navy (DON) have instituted a series of policies and procedures related to conference attendance in order to ensure that associated expenditures are appropriate, necessary, and managed in a manner that minimizes cost to the taxpayers. References (a) through (c) pertain. Scheduling and attending meetings that involve expenditure of TAD funds are often necessary to the exchange of ideas and information that could not readily be accomplished through other means. These meetings, to include TAD attendance of Naval Air Training Command (NATRACOM) personnel at conferences sponsored and hosted by non-Federal entities, require careful planning as to cost and must be approved by proper authority in advance.

4. Definition.

a. "Conference" is defined in the Joint Travel Regulations (JTR) as, "[a] meeting, retreat, seminar, symposium, or event that involves attendee travel."

b. Exemption. Even if falling within the general definition of a conference outlined above, the following types of events may be exempted by CNATRA from application of DoD or DON Conference Policies:

(1) Meetings necessary to carry out command and staff oversight functions, such as investigation, inspections, audits, or site visits;

(2) Meetings to consider internal agency business matters;

(3) Formal classroom training;

(4) Change of command, award, funeral, or other such ceremonies;

(5) Events where the primary purpose is military or civilian recruiting.

5. Procedures.

a. NATRACOM Hosted Meetings (e.g., Production Alignment Requirements Group; Commanding Officer Symposium, etc.). NATRACOM activities desiring to schedule and host a meeting involving the expenditure of TAD funds shall prepare a written request to CNATRA via the chain of command. All requests will be reviewed by the NATRACOM Legal Office to determine whether an appropriate conference policy exemption exists and that the proposed meeting meets JTR requirements to observe financial responsibility. The request should contain the following information:

(1) Clear statement of the purpose and objective of the meeting, and how the meeting is directly related to mission accomplishment.

(2) Explanation of why scheduling a meeting is necessary to accomplish the NATRACOM's mission effectively and efficiently, and why other means to conduct official business (telephone calls, video conferencing, etc.) cannot meet mission requirements.

(3) Details as to proposed location, dates proposed, and duration.

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(4) Statement that site selection, attendees and meeting dates take into account the resulting costs in man-hours and expenditure of TAD funds.

(5) List of activities to be represented and total number of expected attendees. If multiple attendees are expected from any activity, a justification should be provided.

(6) Indicate whether the meeting will include any non-Federal participants or attendees, their relationship to the Federal government (e.g., contractor), and any formal and informal arrangements governing their attendance, participation and compensation.

(7) A statement that meeting schedules have been set with consideration given to minimizing travel of civilian employees outside regularly scheduled work hours.

(8) Total estimated cost.

b. Non-DoD Hosted Conferences (e.g., Interservice/Industry Training, Simulation, and Education Conference (I/ITSEC); Tailhook, etc.).

(1) DON maintains a listing of non-DoD Conferences that have historically exceeded \$100,000 and for which higher headquarters approval is required. On a quarterly basis, the NATRACOM Legal Office will forward this list to NATRACOM activities for review. NATRACOM activities desiring to send one or more military or civilian employees to a listed conference shall forward a written request and justification arriving at CNATRA via the chain of command at least 90 days in advance of the conference start date.

(2) For any conference not appearing on the DON list, NATRACOM activities may expend TAD funding so long as a determination is made that attendance is necessary to further NATRACOM programs, to present scientific or technical papers, or to maintain an effective professional, scientific, technical, managerial, and supervisory workforce. Where conference costs exceed \$3,000 dollars per attendee and/or \$600 per day, the request must be forwarded to CNATRA at least 30 days in advance of the conference start date.

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c. The Government Travel Charge Card may not normally be used to pay for training tuition or conference fees. Commands are to use a Government Purchase Card and an appropriate training request, SF 182 "Authorization, Agreement and Certification of Training," as the primary mechanism for advance payment of training and conference fees. See reference (d), 10(i). If meals or lodging are included in the conference fee, the traveler must so indicate when filing for travel reimbursement to avoid overpayment.

6. Approval Authorities.

a. For NATRACOM hosted meetings, CNATRA will determine whether an appropriate conference policy exemption exists and whether the proposed meeting meets JTR requirements to observe financial responsibility.

b. To attend a DoD or DON hosted conference, NATRACOM personnel must have the permission of their travel authorizing official (AO) and coordinate with the hosting DoD/DON point of contact for accounting purposes.

c. To attend a non-DoD hosted conference where the cost per attendee is less than \$3,000 and/or \$600 per day, reference (c) requires approval from the first NATRACOM O-6 in the attendee's chain of command.

d. To attend a non-DoD hosted conference for which total DON costs have historically been between \$100,000 and \$500,000, or where cost per attendee exceeds \$3,000 and/or \$600 per day, Commander, Naval Air Forces approval is required.

e. To attend a non-DoD hosted conference for which total DON costs have historically exceeded \$500,000, Secretarial approval is required.

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