



## DEPARTMENT OF THE NAVY

CHIEF OF NAVAL AIR TRAINING  
CNATRA  
250 LEXINGTON BLVD SUITE 102  
CORPUS CHRISTI TX 78419-5041

CNATRAINST 5050.3C  
N8

07 SEP 2004

### CNATRA INSTRUCTION 5050.3C

SUBJ: POLICY AND PROCEDURES CONCERNING SCHEDULING OF CONFERENCES INVOLVING THE EXPENDITURE OF NATRACOM TEMPORARY ADDITIONAL DUTY FUNDS AND ATTENDANCE AT AND PARTICIPATION IN NON-FEDERALLY SPONSORED MEETINGS BY NAVY MILITARY PERSONNEL

Ref: (a) OPNAVINST 5050.24F  
(b) SECNAVINST 4651.8L  
(c) NETCINST 5050.1

Encl: (1) Request and Approval for Attendance at Meetings

1. Purpose. To update the policy and procedures for the scheduling of conferences involving the expenditure of the Chief of Naval Air Training (CNATRA) temporary additional duty (TAD) funds in accordance with references (a) through (c). This instruction has been substantially revised and needs to be read in its entirety.

2. Cancellation. CNATRAINST 5050.3B.

3. Definition. The term "conference" as used in this instruction includes all conferences, seminars, workshops, and other similar gatherings scheduled on a regular, periodic, or one-time basis within the Naval Air Training Command (NATRACOM) which require the expenditure of TAD funds.

4. Background. Conferences within the NATRACOM are scheduled in many locations and cover a variety of subjects providing a forum for exchange of ideas and information that 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. Reference (c) delegated conference approval authority to CNATRA for NATRACOM activities but prohibits further delegation.

#### 5. Procedures

a. Military personnel of the NATRACOM who meet the requirements of reference (b) and desire to attend and participate in non-federally sponsored seminars, conferences, and courses shall submit OPNAV 5050/11, Request and Approval for Attendance at Meetings, to the CNATRA Chief of Staff (01) via

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their chain of command for approval. Enclosure (1) should be completed according to the instructions on the reverse side.

b. Commanding officers are authorized to issue permissive-type orders, not chargeable to leave, to military personnel who desire to attend meetings or conferences at their own expense, when it has been determined that the Navy will benefit. Such requests are not desired or required by this headquarters.

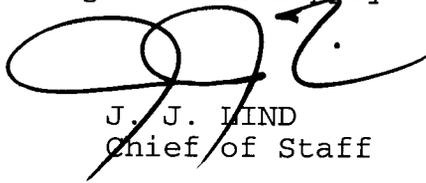
c. NATRACOM activities desiring to schedule a conference, involving the expenditure of TAD funds, shall prepare a memorandum to CNATRA via the chain of command delineating the following information:

- (1) Where, when, and for how long.
- (2) Purpose (should explain how conference is directly related to accomplishment of the assigned mission).
- (3) Clear statement of the objectives of the conference.
- (4) Explanation of why scheduling a conference is the only means of accomplishing the desired objective.
- (5) Explanation of how anticipated results justify the direct cost in man-hours and funds.
- (6) Statement that site selection, attendees and meeting dates take into account the resulting costs in man-hours and expenditure of TAD funds.
- (7) List activities to be represented. List total number of expected attendees. If multiple attendees are expected from any activity, a justification should be provided.
- (8) A statement that conference schedules have been set with consideration given to minimizing travel of civilian employees outside regularly scheduled work hours.
- (9) What is the total estimated cost of TAD associated with the proposed conference?
- (10) If classified material is to be discussed, has the command security manager been advised? How will access to the conference be controlled?
- (11) 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?

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d. The CNATRA Administrative Office will maintain records of approved conferences. Upon request, information on conferences that cost in excess of \$5000 must be provided to Headquarters, Naval Education and Training Command.

6. Forms. The Request and Approval for Attendance at Meetings, OPNAV 5050/11, is obtained through normal supply channels.



J. J. LIND  
Chief of Staff

Distribution:  
CNATRAINST 5215.1R  
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REQUEST AND APPROVAL FOR ATTENDANCE AT MEETINGS		<i>(See Instructions on reverse side)</i>	
1. ACTIVITY AND ADDRESS		2. REFERENCE	
		3. DATE	
<i>Authorization is requested for attendance at a meeting by proposed personnel. The criteria for attendance at and participation in meetings as set forth in CPI 410.8 for civilian personnel and SecNavInst 4651.8K for military personnel have been met.</i>			
PART I - MEETING INFORMATION			
4. OFFICIAL TITLE AND OBJECTIVE OF MEETING <i>(Attach announcement) (Continue on back if necessary)</i>		7. SUBJECT MATTER CATEGORIES, CPI 410	
		MANAGEMENT OR SUPERVISION	
		WITHIN SPECIALIZATION	
5. NAME AND NATURE OF SPONSORING ORGANIZATION		OTHER <i>(Specify)</i>	
6. LOCATION OF MEETING <i>(City and State)</i>		8. INCLUSIVE DATES OF MEETING: FROM: TO:	
9. SERIES/GRADE SERVICE/RATING (RANK)	10. NAME AND PAYROLL TITLE <i>(If military, give organizational title) (Use reverse for additional names)</i>	11. ESTIMATED COST OF THE NAVY	
		a. TOTAL ESTIMATED COST \$ _____ b. ESTIMATE PER PERSON <i>(In accordance with JTR Vol I)</i> REGISTRATION..... _____ TRAVEL..... _____ PER DIEM..... _____ OTHER..... _____ TOTAL PER PERSON \$ _____	
12. STATEMENT OF BENEFIT TO THE DEPARTMENT OF THE NAVY FOR ATTENDANCE AT OR PARTICIPATION IN THIS MEETING. IF PARTICIPATING GIVE NATURE AND EXTENT OF PARTICIPATION			
13. SIGNATURE AND TITLE OF SUPERVISING AND REVIEWING OFFICIALS <i>(See Instructions on reverse side)</i>		DATE	
a.			
b.			
c.			
PART II - AUTHORIZATION TO ACCEPT PAYMENT <i>(To be completed if applicable - Civilians only)</i>			
<i>Authorization to accept payment from a Non-Government source in connection with this meeting is requested. The criteria as set forth in CPI 410.7 have been met.</i>			
14. NAME, PAYROLL TITLE, GRADE OR RATING OF CIVILIAN EMPLOYEE(S)			
15. NAME AND LOCATION OF ORGANIZATION MAKING PAYMENT			
16. AMOUNT AND NATURE OF PAYMENT		17. PURPOSE FOR WHICH PAYMENT IS TO BE USED	
<b>PART III - ACTION BY APPROVING AUTHORITY</b> <i>(Any change made in PART I should be explained under COMMENTS)</i>			
18. AUTHORIZATION IS HEREBY GRANTED FOR <input type="checkbox"/> ATTENDANCE AT MEETING <input type="checkbox"/> ACCEPTANCE OF PAYMENT			
19. COMMENTS			
20. SIGNATURE OF AUTHORIZING OFFICIAL <i>(As designated in CPI 410.8 and SECNAVINST 4651.8K)</i>		DATE	

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<b>PART I - MEETING INFORMATION</b>	
ITEM 4. OFFICIAL TITLE AND OBJECTIVE OF MEETING <i>(Continued from reverse side)</i>	
ITEMS 9 and 10. - SERIES/GRADE, SERVICE/RATING (RANK) AND NAME AND PAYROLL TITLE <i>(Continued from reverse side)</i>	
9. SERIES/GRADE SERVICE/RATING (RANK)	10. NAME AND PAYROLL TITLE <i>(If military, give organizational title)</i>
<b>INSTRUCTIONS</b>	
<p>1. The following instructions pertain to signatures required:</p> <p style="margin-left: 20px;">a. Part I - Item 13:</p> <p style="margin-left: 40px;">Line a - For the signature of the supervising official initiating action</p> <p style="margin-left: 40px;">Line b - For the signature of the reviewing official when the commanding officer or head of the activity has been authorized to approve requests for attendance at meetings; or</p> <p style="margin-left: 40px;">Line c - For the signature of the commanding officer or head of the activity when the request is forwarded to the management bureau or office.</p> <p>2. Part II - Item 14 - names of employee(s) will be entered here regardless of possible duplication of Item 10. There may be instances when not all employees listed in Item 10 will be requesting authorization to accept payment.</p> <p>3. Part III - Item 20 - For the signature of the authorizing official, department or field, to whom authority has been delegated to approve attendance at meetings or to authorize acceptance of payments.</p> <p>4. When military and civilian personnel are included on the same form, a record copy will be forwarded as required for military personnel and for civilian personnel.</p>	