



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4301 PACIFIC HIGHWAY
SAN DIEGO, CA 92110-3127

SPAWARINST 5050.1
SPAWAR 00A-14
19 Jul 05

SPAWAR INSTRUCTION 5050.1

From: Commander, Space and Naval Warfare Systems Command

Subj: CONFERENCE SCHEDULING PROCEDURES

- Ref: (a) OPNAVINST 5050.24F
(b) Joint Travel Regulation (JTR), Chap 4, Part S, §C4950 (Conference Planning); and JFTR, Chap 2, Part G, §U2550 (Conference Planning). Located at <http://www.dtic.mil/perdiem/trvlregs.html>
(c) OSD (Admin & Mgmt) Memo of 29 Nov 01, Fiscal Responsibility in Containing Conference Costs
(d) SECNAV Memo of 8 Jan 02, Delegation of Authority for Fiscal Responsibility in Containing Conference Costs
(e) GSA Final Rule: Conference Planning, Federal Travel Regulation, at 65 FR 1326; 41 CFR Parts 301-11 and 301-74 (10 Jan 2000). See also, GSA's Federal Travel Regulation (FTR), Appendix E, Chap 301, Suggested Guidance for Conference Planning
(f) ASN (FMC) Memo of 18 Apr 03, Clarification of Use of Appropriated Funds to Provide Light Refreshments
(g) Federal Acquisition Regulations (FAR)

Encl: (1) Conference Request Format
(2) Definitions

- Purpose. To promulgate Space and Naval Warfare Systems Command (SPAWAR) policy and procedures for scheduling SPAWAR conferences in accordance with references (a) through (g).
- Scope. This instruction applies to Headquarters, Space and Naval Warfare Systems Command, to all SPAWAR field activities, and to all SPAWAR Supported Activities.
- Background. Conferences scheduled in varied locations and covering a variety of subjects provide a forum for the exchange of ideas and information that could not readily be accomplished through other means. The public interest requires that the Uniformed Services exercise strict fiscal responsibility when selecting conference sites.

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4. Policy. 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. Conferences should not be scheduled unless objectives and expected results are commensurate with the expenditure of labor and funds. Restrict conferences to those absolutely essential to meet mission requirements and then utilize conference sites that minimize conference costs. When commercial facilities are contemplated, the selection of the facility to host the conference shall be made in accordance with applicable Federal Acquisition Regulations (FAR) by a warranted contracting officer. Adequate advanced planning must be made to allow sufficient time to contract for the conference.

5. Authority

a. Reference (a) establishes Commander, Space and Naval Warfare Systems Command as the approval authority for the SPAWAR claimancy. The following persons are delegated the approval authority for SPAWAR conferences: the Vice Commander, Code 09; and the Deputy Commander, Code 00A. In the event the Commander, Deputy Commander or Vice Commander are unavailable, the Executive Assistant (00E) or Director, Military Resources (00A-14) may approve commitments in the case of time-sensitive obligations.

b. Low-cost, no-cost conferences. SPAWAR code heads and echelon 3 activity heads are authorized to approve low/no cost conferences (planned expenditures cannot exceed \$5000 in travel, per diem, and logistics). PEO's policy must be stipulated by ASN-RDA.

c. The approvals authorized in (a) and (b) above do not authorize the selection of a commercial facility to host the conference. The selection of the facility to host the conference shall be made in accordance with applicable Federal Acquisition Regulations (FAR) by a warranted contracting officer.

6. Definitions. See Enclosure (2).

7. Required Actions

a. Enclosures (1) addresses and consolidates all required planning factors required by references (a) through (g). When

planning a conference, SPAWAR conference sponsors and approval authorities shall familiarize themselves with the definitions contained at enclosure (2) and document the required planning factors and cost considerations benefit analysis in the letter format provided at enclosure (1).

b. SPAWAR Headquarters Codes will forward their conference requests requiring approval by Codes 00A/00A-14, along with complete justification addressing the considerations in enclosure (1), to HQ SPAWAR Code 09M for processing in accordance with section 5 above. Records of low-cost, no-cost conferences will be maintained per section 8 of this instruction. For approved conferences where commercial facilities will be utilized, the applicable Headquarters Code will prepare a procurement request and forward to the Contracts Directorate for action and subsequent contract award.

c. SPAWAR Field Activities will forward their conference requests requiring approval by Codes 00A/00A-14, along with complete justification addressing the considerations in enclosure (1) to HQ SPAWAR Code 09M. Each field activity will maintain a central file of all conference approvals and justification documents for their respective conferences. For approved conferences where commercial facilities will be utilized, the applicable Field Activity Code will prepare a procurement request and forward to their Contracts Department for action and subsequent contract award.

d. Program Executive Offices and Director NMCI. Direct reporting activities of the Assistant Secretary of the Navy, Research, Development and Acquisition (ASN RD&A) include SPAWAR supported Program Executive Offices (PEOs) and Director NMCI. In accordance with reference (a), these activities must submit conference approval requests, along with requisite documentation to ASN RD&A for approval. The headquarters administrative office (09M) and Office of Counsel (00C) will provide review and recommendations in the capacity of matrix administrative support as requested. For approved conferences where commercial facilities will be utilized, the Program Executive Offices and Director NMCI will prepare a procurement request and forward to the applicable SPAWAR Contracting activity for action and subsequent contract award.

9. Records. HQ SPAWAR Code Heads and field activities as well as SPAWAR supported Program Executive Offices (PEOs) and Director NMCI shall maintain records of conference approvals

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with associated documentation showing compliance with this guidance and the JTR/JFTR for inspection purposes by the SPAWAR or the Naval Office of the Inspector General, and other interested parties. Forward copies of approved conference requests to SPAWAR Code 00A-14 for inclusion into the headquarters central files as a matter of record.



K. D. SPAGHT

Distribution:
Electronic Only

SPAWAR CONFERENCE APPROVAL REQUEST

(date)

From: _____
To: Deputy Commander, Space and Naval Warfare Systems Command
Via: (1) SPAWAR 00A-14
(2) SPAWAR 00C
(3) SPAWAR 02 (if entering into contracted agreement for facility)

Subj: CONFERENCE APPROVAL REQUEST FOR (CONFERENCE SUBJECT)
SCHEDULED AT (LOCATION), (DATE)

Ref: (a) SPAWARINST 5050.1

Encl: (1) Cost Comparison Analysis of Potential Locations

1. This conference is: One-time ____ Recurring ____ Other ____
If recurring, why is it necessary (include whether consideration has been given to extending the interval between conferences in order to reduce cost).

2. Conference sponsor:

3. Conference coordinator: (Name/Code/Phone number)

4. Conference title:

5. Proposed conference dates:

6. Proposed conference site (geographic site):

7. Conference objective/mission:

a. How will anticipated results justify the cost in man-hours and other government expenses?

b. Why is this conference essential to SPAWAR/Navy mission?

8. Is classified material to be discussed?

a. If yes, how will access to the conference be controlled?

b. Has the command Security Manager been advised?

Enclosure (1)

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9. Are any SPAWAR or other government facilities available to suite the needs of the conference? (Include Morale, Welfare, and Recreation facilities)

10. If government facilities are available, but commercial facilities are being used, what are the mitigating factors?

11. Has a cost comparison been completed? [Note: this is for planning purposes only and is based on market research. The selection of the facility to host the conference shall be made in accordance with applicable Federal Acquisition Regulations (FAR) by a warranted contracting officer.]

a. What is the cost difference between the proposed site and the least expensive alternative?

b. Why is the proposed site the best value for the government?

12. Number of anticipated attendees: (total)

a. Federal number:

b. Non-federal participants and their relationship to the government (e.g. contractor, consultant, advisory committee:

c. Have all formal and informal regulations governing attendance, participation, and compensation been observed (ethics review)?

13. Has the CNO policy regarding balanced representation into consideration? (In terms of points of points of view and professional expertise represented - as well as opportunities for professional development through participation)

14. Has the appropriate funding vehicle been identified? (i.e. government purchase card for obligations under \$2,500. Contracting officer funding for obligations over \$2,500)

15. TOTAL (estimated) Conference Cost: _____

a. Site: _____

b. Travel: _____

c. Per Diem: _____

d. A.V.: _____

e. Other: _____

16. The requestor understands and has complied with the following guidance.

a. Pursuant to the Comptroller General decision of 27 Jan 03 (B-288266), **appropriated funds may NOT** be used to purchase light refreshments except as authorized under the Government Employees Training Act (5 U.S.C. 4109).

b. **Conference fees may NOT** be collected and used to offset the cost of the conference or to reimburse or supplement the appropriation from which the conference is funded.

c. Special rules for conferences held in the District of Columbia have been met (see 40 USC §34).

SIGNATURE BLOCK

DEPUTY COMMANDER'S DECISION

APPROVED: _____

DISAPPROVED: _____

OTHER: _____

DATE: _____

RECURRING CONFERENCE APPROVAL

Authorization to conduct this conference _____ (# times per year) is granted through CY-_____.

APPROVED: _____

Definitions

1. The following definitions are used in this instruction.

a. The term "**conference**" as used in this instruction includes a "meeting, retreat, seminar, symposium or event that involves attendee travel [sponsored by SPAWAR or a SPAWAR field activity]. Also applies to training activities that are conferences under 5 CFR 410.404. Note: This does not include regularly scheduled courses of instruction conducted at a Government or commercial training facility." JTR, Chap 4, Part S, Section C4950, Conference Planning. Additionally, for the purposes of this instruction, the term "conference" does not include periodic program review meetings conducted by a program manager (PM) during the course of routine business and which only essential program personnel attend.

b. Conference costs: All costs paid by the Government for a conference, whether paid directly or reimbursed by DoD Agencies. Examples include:

(1) Attendee's travel costs (i.e., travel to and from the conference, ground transportation, lodging, meals and incidental costs).

(2) Attendee's time costs (i.e., the cost of attendee's time spent at the conference and traveling to and from the conference).

(3) Meeting room and audiovisual costs.

(4) Registration fees and miscellaneous expenses. Information should be included on the registration fee that includes charges for meals (if any), the number of meals, and the dates furnished. The cost of each meal, whether included in a registration fee or contracted for separately, at a DoD sponsored conference/meeting must be identified. The total amount paid by the government for meals cannot exceed the locality meal rate. Proportional meal rates apply on any day that the cost of one or two meals is included in the registration fee.

(5) Speaker fees.

(6) Conference-related administrative fees. Conference administrative costs may not be included in an attendee's per diem allowance payment for attendance at a conference. Per diem is intended only to reimburse the attendees subsistence expenses. Administrative costs must be paid separately.

(7) Similar costs.

c. Place of Public Accommodation: The following types of establishments which serve the public are places of public accommodation: any inn, hotel, motel, or other establishment which provides lodging to transient guests, any theater, concert hall, sports arena, stadium or other place of exhibition or entertainment, and any restaurant or other facility principally engaged in selling food for consumption on the premises.

d. Meals. Breakfast, lunch or dinner. If meals are incidental to the conference and one fee is charged for attendance and meals, the government may pay the full fee.

e. Light Refreshments. Light refreshments consist of coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins and similar items. Light refreshments are not reimbursable per reference (e). Additionally, it is noted that pursuant to the Comptroller General decision of 27 Jan 03 (B-288266) and Navy policy, appropriated funds may **NOT** be used to purchase light refreshments except as authorized under the Government Employees Training Act (5 U.S.C. 4109)