

## CONFERENCE REQUEST FORM

### PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy, 10 U.S.C. 5041, Headquarters, Marine Corps, and E.O. 9397 (SSN), as amended; SORN NM05000-2. Additional authorities: DoD 5500 07R, Joint Ethics Regulation, DoD Conference Guidance v. 4.0

**PURPOSE:** To record requestor's information pertaining to requests to host and attend conferences by Department of the Navy (DON) employees.

**ROUTINE USES:** Data is used by DON supervisors/managers, administrative offices and system administrators that have a need to know to process requests. To authorize and provide fund cite for approval to host and/or attend a conference.

**DISCLOSURE:** Voluntary, however, failure to provide the requested information may result in a delay or inability to process requests.

### SECTION I - To be completed by Requestor

*Thoroughly review the attached instructions before completing this section*

<b>1. TYPE OF REQUEST</b> <input checked="" type="checkbox"/> HOSTING <input type="checkbox"/> ATTENDANCE	<b>2. APPROVAL AUTHORITY (See instructions)</b> <input type="checkbox"/> TIER I <input checked="" type="checkbox"/> TIER II <input type="checkbox"/> OTHER	<b>3. DATE OF REQUEST (DDMMYYYY)</b> 120182017
<b>4. REQUESTING ORGANIZATION/COMMAND/DIVISION</b> Naval Postgraduate School		
<b>5. CONFERENCE TITLE:</b> Thirteenth International Mine Warfare Technology Symposium		<b>6. DATES OF CONFERENCE</b> From (DDMMYYYY): 050222018    To (DDMMYYYY): 050242018
<b>7. CONFERENCE HOST AND/OR CO-SPONSOR:</b> NPS and Mine Warfare Association (MINWARA)	<b>8. LOCATION OF CONFERENCE (Venue, City, State, ZIP Code, Country):</b> Monterey, CA 93943	

**9. PURPOSE OF CONFERENCE AND TARGET AUDIENCE:**  
 The purpose of this unclassified symposium, with foreign participation, addresses a broad range of topics including the current status and future requirements of mine warfare technology. Break-out sessions showcase scientific and emerging technologies and research applicable to undersea environments. Specialized sessions focus on a broad range of mine warfare issues. Department of Defense attendees come from key Mine Warfare, Explosive, Oceanographic, Surface and Undersea commands. They provide technical briefing and are Subject Matter Experts. The attendees are invited to fit the requirements of this symposium, and their presence is important to achieve the mission of the event due to the depth of research presented and the quality of discussion.

**9a. OFFICIAL AGENDA ATTACHED**     Yes     No - Explanation required  
 Explanation:

The agenda is in Draft form only and therefor subject to change.

**9b. CONFERENCE WEBSITE URL (If applicable)**    <https://my.nps.edu/web/usw/mine-warfare> is the URL for the twelfth - to be updated

<b>10. NUMBER OF ATTENDEES:</b>					
Local DON:	75	TAD DON:	65	Total DON:	140
If Hosting					
Total Air Force:		Total Army:		Total Other DoD:	100
Other Agency Name:	Foreign National	Total:	35	Other Agency Name:	
Other Agency Name:		Total:		Other Agency Name:	
Total Number of Attendees at Conference:				275	

### 11. ATTENDEE JUSTIFICATION (See instructions)

1. Attendee	ATTENDEE/GROUP NAME	JOB TITLE	ORIGINATING CITY	ROLE AT CONFERENCE
	Various	various	various	various

**TRAVEL DURATION (Include travel and conference days):**    Comments: If travel is combined with leave or other official business explain below

From (DDMMYYYY):    To (DDMMYYYY):

Justification Specifics (e.g. title of presentation, name of panel, value of attendance):

2 Attendee	ATTENDEE/GROUP NAME	JOB TITLE	ORIGINATING CITY	ROLE AT CONFERENCE
TRAVEL DURATION <i>(Include travel and conference days)</i>		Comments: If travel is combined with leave or other official business explain below		
From (DDMMYYYY):		To (DDMMYYYY):		
Justification Specifics (e.g. title of presentation, name of panel, value of attendance):				
3 Attendee	ATTENDEE/GROUP NAME	JOB TITLE	ORIGINATING CITY	ROLE AT CONFERENCE
TRAVEL DURATION <i>(Include travel and conference days)</i>		Comments: If travel is combined with leave or other official business explain below		
From (DDMMYYYY):		To (DDMMYYYY):		
Justification Specifics (e.g. title of presentation, name of panel, value of attendance):				
12. LODGING: Is requested lodging rate above maximum authorized rate? <i>(If "Yes", justification is required)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
a. Location <i>(Name of hotel and city)</i>		b. Requested Lodging Rate	c. Maximum Authorized Lodging Rate	
TBD - Monterey area				
d. Justification if above maximum authorized lodging rate				
13. MEALS PROVIDED <i>(List number of meals provided by conference or included in the conference fee)</i>				
No government funds will be used to procure meals during this event. If any meals are included with the registration fee all DoD travelers on TAD status will be provided with the necessary information to ensure they correctly annotate their travel vouchers to include these meals.				
14. CONFERENCE FEES PAID BY DoD ATTENDEES				
a	Description of Fee	Cost per Attendee (\$)	Number of Attendees	Total Cost (\$)
	See comments below	\$500.00	65	\$32,500.00
	Estimated NPS faculty and student attendance at no cost	\$0.00	75	\$0.00
b. Comments: For the purpose of cost estimates a conference registration fee of \$500 is used. The Co-Sponsor, The Mine Warfare Association (MINWARA) will be collecting the registration fees and contracting for the full event venue. The Registration fee is higher than was charged in 2014 and 2016 (~\$16,250 more this year), however NPS will not need to contract for the venue rooms, TAD Rooms, and AudioVisual support. This is a savings to the Federal Government of ~\$45,000 plus the labor costs for administration and contracting. By having a higher registration rate and allowing MINWARA to cover the full venue contract we save approximately \$30,000.				
15. COST ANALYSIS		Total Cost (\$)	Comments	
a. Total Airfare <i>(break down each flight itinerary to include POD and POA)</i>		\$28,618.00	estimated total travel for 65 DoD attendees in TAD Status	
b. Baggage Fees				

c. POV Mileage Cost		
d. Lodging	\$27,690.00	Total Lodging
e. Meals & Incidentals (use PMR/GMR for any meals identified in Block 13 )	\$20,715.00	Total meals & IE
f. Ground Transportation:	\$0.00	
g. Additional Ground Transportation (if applicable, provide comment)	\$1,200.00	
h. Parking:	\$0.00	
i. Other Ground Transportation Costs (specify type in comments)	\$0.00	
j. Conference Fees Paid by DoD Attendees (from Block 13 above)	\$32,500.00	
k. Conference Materials (books, tools, etc.)	\$2,500.00	
l. Booth Fees (if applicable)	\$0.00	
m. Invitational Travel Orders (Include explanation in comments)	\$0.00	
n. Facility Rental (hosting request only)	\$0.00	Co-Sponsor responsibility
o. Speaker Fees (hosting request only)	\$0.00	No fees will be paid to speakers
p. Printing (hosting request only)	\$0.00	Printing of materials will be done in-house at NPS
q. Audio/Visual Support (hosting request only)	\$0.00	Co-Sponsor responsibility
r. Catering (hosting request only, if legally appropriate)	\$0.00	Co-Sponsor is responsible for any meals
s. Advertising (hosting request only)	\$0.00	Website will be hosted by NPS
t. Other Expense (specify): Support Labor	\$24,129.54	
u. Other Expense (specify): Indirect Costs (Labor	\$5,105.34	
v. Subtotal	\$142,457.88	
w. Cost Recoveries	\$0.00	
x. Final Cost to the DON/DoD	\$142,457.88	
y. Cost per attendee*	\$1,017.56	Calculated at 140 total DoD Attendees
z. Cost per attendee per attended conference day*	\$407.02	Calculated at 2.5 days \ 3 days = \$339.19 per day

\*NOTE: If cost per attendee exceeds \$3,000 or cost per attendee per day exceeds \$600, explanation is required.

16. EFFORTS TO REDUCE COSTS

\*Cost Savings strategies include holding the symposium during the hotel off-season to secure lower rates for the venue and lodging.

The symposium is planned for a Tuesday through Thursday to further reduce cost and increase the chances of available venues.

\*The published symposium proceedings will be disseminated electronically; saving costs on removable media and shipping.

\*Symposium planning and preparation will be managed internally saving approximately \$50,000 (as estimated by the numbers of the last symposium, 2012, planned by an outside event management company).

\*The Co-Sponsor, The Mine Warfare Association, will arrange the full contract with the venue/hotel saving approximately \$30,000.

\*NPS LifeRay web hosting tool will be used to build Symposium website.

16a. Gift Information (if applicable): Gift Status  Approved  Acceptance in Progress

16b. Gift Donor: 16c. Gift Amount:

16d. Gift Description

17. HOSTING SPECIFIC REQUIREMENTS (If applicable)

- a. If co-sponsoring a conference, a draft Memorandum of Agreement has been included with this submission and all requirements of paragraph 3-206 of the Joint Ethics Regulation (DoD 5500.7-R) are met and/or documented. No commitment to obligate appropriated funds will be made with a non-federal entity until conference approval has been obtained.  Yes  No  NA
- b. All appropriate considerations have been made in accordance with the Joint Travel Regulation, Appendix R1, "Conference Planning Policy".  Yes  No  NA
- c. All contracts will be awarded on a competitive basis in accordance with Federal Acquisition Regulations.  Yes  No  NA
- d. Will a Non-Federal conference planner be used?  Yes  No  NA  
If "Yes", provide name and contact information.
- e. Briefly explain methods used to estimate the cost of the conference (e.g. cost spread sheet analysis)

18. ADDITIONAL COMMENTS

19. REQUESTOR'S PRINTED NAME & TITLE:

Laurie Sheehan

b. SIGNATURE DATE (DDMMYYYY)

14Feb2018

a. REQUESTOR'S SIGNATURE:

**SHEEHAN LAURIE A.1018533037**  
Digitally signed by SHEEHAN LAURIE A.1018533037  
 DN: cn=SHEEHAN LAURIE A.1018533037, o=U.S. Government, ou=DoD, email=1234, c=US  
 Date: 2018.02.14 12:49:10 -0500

c. REQUESTOR'S PHONE NUMBER

8316567739

d. REQUESTOR'S E-MAIL ADDRESS

lasheeha@nps.edu

SECTION II - To be completed by requestor's supervisor for attendance requests < \$100,000; unit Commander or Director for all hosting requests and attendance requests > \$100,000.

20. CERTIFICATION

I certify the above cost estimates are accurate to the best of my knowledge and that the following statements are true (check as appropriate).

- All cost reduction measures have been implemented.
- All associated expenses and activities comply with all applicable travel, conference and acquisition regulations.
- Agenda has been reviewed for any activities that may create an unfavorable perception of the U.S. Navy.
- Request has been reviewed by legal counsel.
- Attendance at/execution of (hosting) this event is mission essential.
- Attendance at/execution of (hosting) this event can neither be delayed nor accomplished via any other means.
- Participation in this conference will significantly advance the Department of the Navy's mission.

a. PRINTED NAME & TITLE:

Andres Larraza, USWAG Chairman

b. SIGNATURE DATE (DDMMYYYY)

14Feb2018

c. SIGNATURE:

**Andres Larraza**  
Digitally signed by Andres Larraza  
 DN: cn=Andres Larraza, o=Naval Postgraduate School, ou=Department of Physics, email=larraza@nps.edu, c=US  
 Date: 2018.02.14 13:29:04 -0800

d. COMMENTS


NOTE: If applicable, include any chain of Command endorsements as attachments to this form.

SECTION III - To be completed by Approval Authority

21. RECEIVING OFFICIAL PRINTED NAME & TITLE L. D. Martin, GS-15, DBO	a. SIGNATURE DATE (DDMMYYYY): 21Feb2018	b. RECEIVING OFFICIAL SIGNATURE: MARTIN.LESLIE.DEA N.1042874260 <small>Digitally signed by MARTIN.LESLIE.DEA N.1042874260 DN: cn=LEA, o=U.S. Government, ou=DoD, email=LEA, cn=LEA, ou=MARTIN.LESLIE.DEA N.1042874260 Date: 2018.02.21 08:11:23 -0500</small>
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22. LEGAL REVIEWER PRINTED NAME & TITLE: CAPT Pamela Ball	a. SIGNATURE DATE (DDMMYYYY): 21Feb2018	b. LEGAL REVIEWER SIGNATURE: BALL PAMELA ELLEN CHARTIER.1093568237 <small>Digitally signed by BALL PAMELA ELLEN CHARTIER.1093568237 DN: cn=LEA, o=U.S. Government, ou=DoD, email=LEA, cn=LEA, ou=BALL PAMELA ELLEN CHARTIER.1093568237 Date: 2018.02.21 12:09:27 -0500</small>	c. LEGAL RECOMMENDATION <input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE
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d. COMMENTS BY LEGAL REVIEWER:

23. CONFERENCE REQUEST DETERMINATION <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	a. APPROVAL AUTHORITY PRINTED NAME & TITLE: 	c. SIGNATURE DATE (DDMMYYYY): 22 Feb 2018	b. APPROVAL AUTHORITY SIGNATURE: RA ROUTE PRES, NPS
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d. COMMENTS BY APPROVAL AUTHORITY:

ATTACHMENTS

List of Attachments (e.g. agenda, MOU, gift acceptance, chain of command endorsements, etc.)

## INSTRUCTIONS

(See OSD DCMO Conference Guidance for additional information)

## A. SECTION I - Conference Information

- (1) **TYPE OF REQUEST.** Check **HOSTING** to request approval to host a conference. Check **ATTENDANCE** to request approval for attendance at a non-DoD hosted conference. **NOTE:** If conference is hosted by a DoD agency, the hosting DoD agency is required to account for and request attendance for ALL DoD attendees (to include Navy, USMC, USA, USAF, and other DoD agencies).
- (2) **APPROVAL AUTHORITY.**  
Check Tier I if total cost to the DON (attendance requests) or DoD (hosting requests) is estimated to exceed \$500,000.  
Check Tier II if total cost estimate exceeds \$100,000 but is less than \$500,000.  
Check **OTHER** for all requests less than \$100,000.
- (3) **DATE OF REQUEST.** Enter date of request.
- (4) **REQUESTING ORGANIZATION/COMMAND/DIVISION.** Enter the requestor's organization/command/division.
- (5) **CONFERENCE TITLE.** Enter the **OFFICIAL** conference title (Per website, agenda, etc).
- (6) **DATES OF CONFERENCE.** Enter the dates of the conference **ONLY.** Do **NOT** include travel days.
- (7) **CONFERENCE HOST AND/OR CO-SPONSOR.** Enter conference host(s). For hosting requests, indicate if the conference is co-sponsored with a non-federal entity. If so, include a copy of any proposed memorandum of understanding or agreement. Ensure that all requirements of paragraph 3-206 of the Joint Ethics Regulation (JER) are met and that any non-federal entity co-sponsors are included in the list of DAEO recognized scientific, technical, education, or professional organizations.
- (8) **LOCATION OF CONFERENCE.** Enter venue, city, state, zip code, and country. For hosting requests, in accordance with JTR App R, at least 3 potential conference sites shall be compared with auditable documentation maintained at the hosting command. At least one government venue should normally be included in this comparison.
- (9) **PURPOSE OF CONFERENCE AND TARGET AUDIENCE.** Describe the value the conference brings to the Navy and its target audience.
- (9a) **OFFICIAL AGENDA ATTACHED.** Each request must include an **OFFICIAL** agenda. A current agenda is highly preferred, but if unavailable, a draft or previous year's agenda is also acceptable. Personal agendas/itineraries are welcome but do not meet the requirement to attach an official agenda. Check yes if a current official agenda is attached. Check no if agenda is not attached. If no, an explanation must be provided.
- (9b) **CONFERENCE WEBSITE URL.** Enter URL for conference website if applicable.
- (10) **NUMBER OF ATTENDEES.** Each request must identify the number of TAD and local DON attendees, at a minimum.  
**NOTE:** For hosting requests, the hosting command is responsible for accounting for all invited DoD attendees (to include Navy, USMC, USA, USAF, and other DoD agencies) and associated travel costs.
- (11) **ATTENDEE/GROUP NAME.** Enter each attendee's name, job title, originating city where travel will commence, role at the conference, and specific relevant information that justifies their attendance at the conference and demonstrates the value/benefit to U.S. Navy and its mission. If the attendee(s) are unknown or are represented by a large group, provide as much relevant information in the blocks provided. For example, if the request is for 50 attendees and 20 are speakers, 10 are panel chairs and 20 are earning learning points, requestor may use 11a for the speakers, 11b for the chairs, and 11c for the remaining attendees. If listing by group, annotate number of attendees included in each group. Add rows and use Block 18 or additional pages as necessary.  
**TRAVEL DURATION.** Enter the attendee(s) travel dates, to include the dates of the conference. **NOTE:** If travel will be combined with leave or other official business, indicate so in the comments section.
- If attendee must be present on days before or after those listed on the conference agenda, explain reason in the comments section.
- (12) **LODGING.** Enter the location, lodging rate, and the maximum allowed lodging rate per DTS. Include lodging tax in Request Lodging Rate if staying at an international location.  
**NOTE:** Ensure that all requirements of the JTR are met if the requested lodging rate exceeds the allowed per diem lodging rate and indicate so in the Block 18 (Additional Comments).
- (13) **MEALS PROVIDED.** Enter number and type of meals provided by the conference or included in the conference fee. For hosting requests, enter all applicable and legally appropriate catering costs in Block 15r (Catering Costs).
- (14) **CONFERENCE FEES PAID BY DoD ATTENDEES.** Enter the type of fee (i.e. member, non-member, additional workshop, speaker fee, etc), the cost per attendee, the applicable number of attendees and the total cost of that fee type. If the fee covers events which are not mission essential (e.g. recreation, social events, etc.), indicate whether or not the conference organizer will allow severability of these "extra" costs. Use the comments section for any additional fees and any explanation needed.
- (15) **COST ANALYSIS.** Enter the applicable data. Even if conference will be funded by a gift, enter the original estimation, prior to application of gifts. If travel will be combined with other official business **NOT RELATED TO THE CONFERENCE**, the per diem and lodging cost associated with these additional days **SHOULD NOT** be included in the cost estimate.
- (15a) **Total Airfare.** Enter total airfare cost. Include the airport(s) of departure and the airport of arrival in the associated comments section.
- (15b) **Baggage Fees.** Enter total baggage fees.
- (15c) **POV Mileage.** Enter total POV mileage cost (per current JTR guidance).
- (15d) **Lodging.** Calculate the total lodging cost (Lodging rate X number nights X number of TAD attendees). **NOTE:** Include lodging tax any lodging costs incurred during travel.
- (15e) **Meals & Incidentals.** Utilize the M&IE rate. Calculate the total M&IE cost as follows: (M&IE X 2 travel days X number of TAD attendees X 0.75) + (M&IE X number full per diem days X number TAD attendees). If meals are provided at the conference, utilize Proportional Meal Rate (PMR) or Government Meal Rate (GMR) as outlined in the Joint Travel Regulations (JTR).
- (15f) **Ground Transportation.** Select the appropriate method from the drop down list. If rental cars are requested, enter the total number of vehicles requested and an explanation in the associated comments section. Use of rental cars should be avoided to the maximum extent possible. If absolutely necessary, minimize the total number and provide cost justification. Also, realize that the final approval for the conference may have a caveat to remove rental vehicles.
- (15g) **Additional Ground Transportation.** If applicable, provide costs and comments for additional ground transportation needed.
- (15h) **Parking.** Select the type of parking and enter the total parking cost.
- (15i) **Other Ground Transportation Costs.** Specify type and amount.
- (15j) **Conference Fees Paid by DoD Attendees.** The total conference fees calculated in Block 14 will be auto-filled into this block.
- (15k) **Conference Materials (books, tools, etc.).** Enter total cost of conference materials.
- (15l) **Booth Fees.** Enter total cost for booth fees and space rental, if applicable. Include details on booth(s) in Comments block.
- (15m) **Invitational Travel Orders (ITO).** Enter any additional costs associated with ITO's. Provide an explanation for who and why ITO's are required in the associated comments section.
- (15n) **Facility Rental (hosting request only).** Enter the facility rental cost, if applicable.
- (15o) **Speaker Fees (hosting request only).** Enter total speaker fees. Conference approval does not necessarily constitute speaker fee approval (contact legal counsel for guidance).
- (15p) **Printing (hosting request only).** Enter the total cost for printing and supplies, if applicable.

**INSTRUCTIONS Continued**

(See OSD DCMO Conference Guidance for additional information)

- (15q) AV Support (hosting request only). Enter the total cost for audio/visual support, if applicable.
- (15r) Catering costs (hosting request only). Enter catering costs, if applicable and legally appropriate.
- (15s) Advertising (hosting request only). Enter advertising costs, if applicable.
- (15t-u) Other Expenses. Enter additional expenses as needed (e.g. visa fees, Internet access, phone charges, etc.). Specify type and justification for expense in the corresponding comments section.
- (15v) Subtotal. Amount will be automatically calculated from entries in Blocks 15a-15u.
- (15w) Cost Recoveries. Enter any tangible cost recovery methods used that lower the total cost. These are NOT the same as efforts to reduce costs. Examples of cost recovery would be revenue from conference fees paid by non-DoD attendees at a DON hosted conference or a gift of travel. A copy of the gift acceptance letter(s) or confirmation that proper gift acceptance procedures are being followed must be included with the conference request.
- (15x) Final Cost to the DON/DoD. Amount will be automatically calculated as the difference between Blocks 15v and 15w.
- (15y) Cost per Attendee. Calculate the cost per person as follows: total cost from block 15x divided by Total DON attendees (use total DoD attendees for hosting requests) from block 10. NOTE: Total attendees includes both TAD and local attendees. If this figure is greater than \$3,000 per person, an explanation why is required in the associated comments section.
- (15z) Cost per Person per Day. Calculate the cost per person per day as follows: total cost per person from block 15y divided by the Number of CONFERENCE ONLY days. NOTE: Do NOT include travel days in this calculation. If this figure is greater than \$600 per person per day, an explanation why is required in the associated comments section.
- (16) EFFORTS TO REDUCE COSTS. Enter all efforts to reduce costs. Examples include, but are not limited to, leaving on the last day of the conference, securing a hotel below the allowed per diem rate, or utilizing free shuttle service.
- (16a) Gift Information (if applicable), Gift Status. Click on the appropriate check box to indicate if gift has been approved or gift acceptance is in progress.
- (16b) Gift Donor. Enter name of the gift donor.
- (16c) Gift Amount. Enter gift amount.
- (16d) Gift Description. Enter description of gift and what the gift is specifically to be used for (e.g. lodging, airfare, conference fees, etc.)
- (17a-e) HOSTING-SPECIFIC REQUIREMENTS (hosting requests only). Check yes, no or NA for each statement. Explain methods used to estimate conference cost. NOTE: The conference request package will likely be returned to the requestor if any of these are checked no.
- (18) ADDITIONAL COMMENTS. Provide additional comments and/or clarification as needed.
- (19) REQUESTOR POINT OF CONTACT (POC) NAME. Enter the name of the person who prepared this form and who will be used for further communication regarding the conference request.
- (19a) REQUESTOR SIGNATURE. The signature of the person who prepared this form is required (electronic or physical).
- (19b) DATE. Enter date signed by requestor.
- (19c) REQUESTOR POC PHONE NUMBER. Enter the phone number of the person who prepared this form.
- (19d) REQUESTOR POC E-MAIL ADDRESS. Enter the e-mail of the person who prepared this form.

**B. SECTION II: Certification** (To be completed by Requestor's supervisor for attendance request < \$100,000, unit Commander or Director for all hosting requests and attendance requests > \$100,000)

(20) - (20d) Certify each statement by checking each applicable box. Provide identifying information and comments as required.

**C. SECTION III: Approval** (To be completed by Approval Authority)

(21) - (21b) Enter receipt data  
 (22) - (22d) Enter legal review, recommendation and comments  
 (23) APPROVAL AUTHORITY. Approver will mark final decision as appropriate.  
 (23a) - (23d) Enter Approver identification data and comments as necessary.

**D. ATTACHMENTS**

Use the bottom of this form to attach applicable documents as needed (e.g. agenda, MOA, gift acceptance, endorsements, etc.)

