



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY

121 BLAKE ROAD

ANNAPOLIS, MARYLAND 21402-5000

USNAINST 5050.3A
4/AO

30 JUL 1993

USNA INSTRUCTION 5050.3A

From: Superintendent

Subj: POLICY AND PROCEDURES CONCERNING SCHEDULING OF CONFERENCES INVOLVING EXPENDITURE OF NAVY TEMPORARY ADDITIONAL DUTY (TAD) FUNDS

Ref: (a) OPNAVINST 5050.24E
(b) USNAINST 5910.2F

(R)
(R)

1. Purpose. To publish policy and procedures for approval and scheduling of conferences at the Naval Academy; Naval Station, Annapolis; Construction Battalion Unit 403 (CBU-403); and Naval Medical Clinic, Annapolis involving expenditure of temporary additional duty (TAD) funds.

(A)

2. Background

a. Conferences scheduled in many locations and covering a variety of subjects, provide a forum for the exchange of ideas and information which could not readily be done through other means. Conferences are not appropriate if the subject matter can be sent by directive, information bulletin, or telephone at a fraction of the cost of a conference without significant loss in effectiveness. The object of controlling conference scheduling is the conservation of TAD funds.

b. Reference (a) authorizes the Superintendent, as an echelon 2 commander of flag rank, to approve the scheduling of conferences at the Naval Academy; Naval Station, Annapolis; CBU-403; and Naval Medical Clinic, Annapolis.

(A)

3. Action

a. The Superintendent must approve all conferences to be held at the Naval Academy; Naval Station, Annapolis; CBU-403; and Naval Medical Clinic, Annapolis.

(A)

b. Requests for approval to schedule a conference must be submitted to the Superintendent (Attn: ACOS Operations). Detailed justification must be provided to answer the following:

(R)

(1) Who is responsible for planning and coordination of the conference?

(2) Is the proposed conference directly related to accomplishment of assigned mission?

(3) Is the objective to be attained clear?

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(4) Why is the scheduling of a conference the only means of accomplishing the desired objective?

(5) Will the anticipated results justify the direct costs in man-hours and TAD funds?

(6) Does the decision regarding site selection, attendees, and meeting dates take into account the resulting costs in man-hours and TAD funds?

(7) What activities are expected to send representatives? What is the total number of attendees? Justify multiple representation from an activity.

(8) What is the estimated total Navy TAD cost associated with the proposed conference?

A) (9) If classified material is to be discussed, has the command security manager been advised? How will access to the conference be controlled?

A) (10) 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?

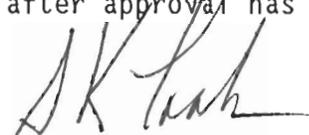
R) c. Conferences that have been held on a routine basis need to be approved for scheduling under the provisions of this instruction. Also, has the original requirement for the conference been revalidated? Has consideration been given to extending the interval between the recurring conferences to reduce annual costs?

d. The designated official responsible for planning/coordination of the conference is to:

(1) Maintain records of costs associated with the conference and be prepared to provide this information upon request.

(2) Prepare appropriate announcement of the conference which will be released by the Superintendent.

(3) Submit request for use of a Naval Academy facility following the guidelines published in reference (b), after approval has been received to schedule the conference.



S. K. LAABS
Chief of Staff

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