



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
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G-8

SEP 20 2019

COMMANDING GENERAL'S POLICY LETTER 004-19

From: Commanding General
To: Commanding Officer, 1st Marine Corps District
Commanding Officer, 4th Marine Corps District
Commanding Officer, 6th Marine Corps District

Subj: CONFERENCE HOSTING AND ATTENDANCE GUIDANCE

Ref: (a) DMCS ltr 5050 AR of 20 Nov 2017
(b) MCRC Policy Letter 01-19
(c) Joint Travel Regulations (JTR)
(d) DoD Conference Guidance Version 4.0
(e) Guidebook for District Operations, Volume V

1. Situation. The Director, Marine Corps Staff (DMCS) issued reference (a) restricting the authority to approve conference hosting and attendance requests, including conference exemption determinations. The Commanding General Marine Corps Recruiting Command (CG MCRC) issued official conference policy and amplifying instructions via reference (b). The CG Eastern Recruiting Region (ERR) is the designated Approval Authority for Tier III conferences costing \$50,000 or less. The CG ERR is the designated Conference Exemption Determination Approval Authority (CEDAA) for events costing \$100,000 or less. These authorities cannot be further delegated.

2. Mission. Provide ERR official conference policy, amplifying guidelines, and submission instructions for District Commanders' requests to host and/or participate in a conference, or to request a conference exemption determination in accordance with the references.

3. Execution

a. Commander's Intent and Concept of Operations. ERR personnel are to exercise good stewardship of resources, judicious planning, and strictly adhere to all applicable laws, regulations, and policies. All events, conferences and exempted activities, must be clearly related to carrying out the mission of the organization. Commanders must consider and utilize, if practical, other means of conducting business, such as telephone calls, video teleconferencing, webinar, on-line training, or other methods. Defense Travel System (DTS) Approving Officials must attest that these alternatives were considered and determined to be insufficient to meet mission needs.

b. Conference and Exempt Event Hosting Guidelines. In addition to the guidelines contained in the CG MCRC Policy Letter, ERR hosted conferences and exempted events will also comply with the following:

(1) Conferences and exempt events will be held within the requesting District or Recruiting Station Commander's area of operation (AO). Commanders' requests for exception will be considered on a case-by-basis. CG ERR retains approval authority and will not be further delegated.

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(2) In order to minimize cost and obtain the best value to the government, Commanders should place an emphasis on utilizing government facilities and quarters before considering commercial venues.

(3) Conferences and exempt events should not be held at locations that might reasonably be perceived as primarily recreational or resort-like in nature. Commanders must exercise discretion, consider the mission-related purpose of the event, and be cognizant of public opinion and perception when selecting a location. Locations that require either actual expense authorization, or where lodging costs exceed the lodging portion of the local per diem rate shall not be utilized.

(4) Personnel within the local commuting area shall not be placed on orders, nor provided lodging.

(5) The agenda for the conference or exempt event shall consist of only events directly related to the command's mission. Team-building, social, and/or other events shall be limited and restricted to the greatest extent possible, conducted on a voluntary basis, and executed after the completion of the plan of the day as prescribed by the Commander. Appropriated funds are not available to support non-mission essential events and periods of temporary additional duties (TAD) may not be extended due to the inclusion of non-mission essential events.

(6) Each agenda item or scheduled event comprising of an exempted event must meet the definition and intent of a single exemption or multiple exemptions.

c. Coordinating Instructions

(1) Recurring Event Exemption Determinations. Each District will submit a request to CG ERR for one-time Conference Exemption Determination for recurring exempt events that are required by the Guidebook for District Operations, Volumes I through V, reference (e). Submission requirements will be provided via separate correspondence.

(2) Conference hosting and attendance requests, including conference exemption determinations (not previously approved as a recurring event), will be signed by the District Commander (or Executive Officer) and sequentially routed to the CG ERR via Assistant Chief of Staff Financial Management and Comptroller (AC/S G-8), Resource Evaluation and Analysis (REA); Low Country Counsel; and Assistant Chief of Staff, Recruiting Operations, and the Chief of Staff.

(3) Requests for Tier I or Tier II conferences will be submitted to the CG ERR 150 days prior to the start of the conference. Tier III conference requests for conferences costing over \$50,000 will be submitted to the CG ERR 120 days prior to the start of the conference; and Tier III conference requests for conferences costing \$50,000 or less will be submitted to the CG ERR at least 90 days prior to the start of the conference.

(4) Requests for conference exemption determinations will clearly identify the exemption(s) being applied for and provide justification supporting the requested determination. Exemption determinations for events costing more than \$100,000 will be submitted to the CG ERR at least 150 days prior to the start of the event. Exemption determinations for events costing \$100,000 or less will be submitted to the CG ERR at least 90 days prior to

the start of the event. Exemption determination requests require legal review.

(5) Districts will utilize and submit a standardized Cost Comparison spreadsheet to identify the total conference expenses for each conference or exempt event location considered (minimum of three (3) locations). At least one (1) location considered must be within the local commuting area of the hosting command. Cost minimization is the goal.

(6) The Commander hosting a conference is responsible for reporting conference information via the Department of Defense (DoD) Conference Tool. In accordance with reference (d), conferences with total expenses in excess of \$20,000 must be entered into the DoD Conference Tool within 15 days of the conference being held.

(7) Enhanced Scrutiny. Commanders will apply enhanced scrutiny to conferences that involve spousal travel. The Director, Marine Corps Staff (DMCS) is the Approval Authority for Spousal Travel for spouses of Senior Officers. The approval authority for other spousal travel is the first General Officer in the chain of command and require legal review. Commanders must ensure requests for spousal travel are in strict compliance with paragraph 032501.A.1 of the Joint Travel Regulations (JTR), reference (c). Spousal travel is the rare exception, and not the rule. Commanders must be mindful of the need to withstand public scrutiny and avoid the appearance that spousal travel is being abused. Reimbursement for spousal travel is typically limited to transportation costs only.

4. Administration and Logistics

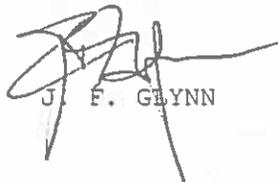
b. Recommendations concerning the contents of this Policy Letter may be forwarded to AC/S G-8 via the appropriate chain of command.

b. Points of Contact. Points of contact are AC/S Recruiting Operations at 843-228-2851, AC/S G-8 (REA) at 843-228-3555, and Low Country Counsel at 843-228-1513.

5. Command and Signal

a. Command. This Policy Letter is applicable throughout the entire ERR.

b. Signal. This Policy Letter is effective the date signed.


J. F. GLYNN

Distribution: A