



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
1333 ISAAC HULL AVE SE
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY TO
NAVSEAINST 5050.9
Ser 1051/270
5 Jun 03

NAVSEA INSTRUCTION 5050.9

From: Commander, Naval Sea Systems Command

Subj: NAVSEA POLICY AND APPROVAL PROCEDURES FOR CONFERENCES

Ref: (a) OPNAVINST 5050.24F Ser N09B16 of 20 Jun 02
(b) OSD A&M memo of 29 Nov 01
(c) ASN(RD&A) memo of 27 Feb 02
(d) CompGen Decision B-288266 of 27 Jan 03
(e) 41 CFR Parts 301-11 and 301-74 (Federal Travel Regulations)
(f) Joint Federal Travel Regulations, Chapter 2, Part S

Encl: (1) Joint memo SEA 01 4300/7101.1B Ser 01P1/014 of 26 Jul 02 and Ser 02 4300 Ser 02/107 of 30 Jul 02

1. Purpose. To establish a process and delegate authority for approving conferences. Reference (a) delegated conference approval authority for all NAVSEA sponsored conferences to the Commander, Naval Sea Systems Command (COMNAVSEA), the Echelon 2 Commander. This instruction is intended to convey NAVSEA's policies and procedures regarding conferences and the use of appropriated funds for such purposes.

2. Background. As a result of new Office of Management and Budget (OMB) guidance and changes to the Joint Travel Regulations (JTR) and the Joint Federal Travel Regulations (JFTR) as discussed in reference (b), references (a) and (c) were established to further define the OPNAV and Secretariat requirements regarding the fiscal responsibility for sponsoring a conference. This guidance is intended to insure that: (1) conference costs are kept to a minimum, (2) best value is being obtained by the Government, and (3) DoD/Government attendees are staying within normal per diem rates.

3. Scope and Coverage. This instruction applies to all conferences sponsored by NAVSEA Directorates, Staff Codes and Field Activities. The NAVSEA affiliated Program Executive Officers (PEOs) must get conference approval from the Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN (RD&A)) as directed in reference (c).

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4. Definitions

a. Conference - A meeting, retreat, seminar, symposium or event that involves attendee travel. Per reference (a), conferences provide a forum for the exchange of ideas and information, which could not readily be accomplished by other means. This also applies to training activities where an agency sponsors an employee's attendance at a conference as a developmental assignment where:

(1) The announced purpose of the conference is educational or instructional;

(2) More than half of the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in Section 4104 of Title 5, United States Code (the process of providing for and making available to an employee, and placing or enrolling the employee in a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which will improve individual and organizational performance and assist in achieving the agency's mission and performance goals);

(3) The content of the conference is germane to improving individual and/or organizational performance; and

(4) Development benefits will be derived through the employee's attendance. NOTE: This does not include regularly scheduled courses of instruction at a Government or commercial training facility.

b. Light Refreshments - Light refreshments for morning, afternoon, or evening breaks exclude alcoholic beverages and include: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items. In reference (d) the Comptroller General ruled that appropriated funds are not authorized to pay for light refreshments at conferences. The only exception is for cases where specific legal authority exists authorizing payment for refreshments; for example, those sessions classified as training under the authority of 5 USC 4109 for civilians and 10 USC 2013 for military. In those cases appropriated funds can be used when the cost of refreshments is included as an incidental and nonseparable portion of a training registration or attendance fee, or in cases where the refreshments are necessary to obtain the full benefit of the event.

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c. Giveaways/Mementos/Awards - According to reference (e), appropriated funds are not available to purchase giveaways or memento items for distribution to conference attendees as a remembrance of the event. Conference sponsors are also cautioned not to classify giveaway items as "awards". Awards are given under the specific legal authority of 5 USC 4503 for civilians and 10 USC 1124 for military. Awards are subject to strict guidelines and may be given only for specific outstanding achievements related to the employee's official duties. While merchandise items of nominal value may be purchased with appropriated funds to be presented as awards, giveaway items distributed to all attendees at a conference do not qualify as awards. These types of items would be considered giveaways and may not be purchased for distribution at conferences.

5. Authority and Procedures. Conference approval authority and procedures are as set forth below.

a. **Commander, Naval Sea Systems Command:** In accordance with reference (a), COMNAVSEA delegates conference approval authority to the Vice Commander for all NAVSEA Directorate, Staff Code and Field Activity sponsored conferences. PEOs will have their conferences approved by ASN(RD&A).

b. **Vice Commander:**

(1) Each NAVSEA sponsored conference (including those sponsored by field activities) must be approved individually by the Vice Commander prior to any contracts being signed. There will be no blanket requests or blanket approvals.

(2) Approval may be granted if:

(a) The expenditure of travel funds is necessary to meet mission critical requirements and security and legal issues have been addressed in advance.

(b) The proposed expenditures do not exceed the expected objectives of the conference.

(c) Professional development and diversity is taken into consideration when planning a conference.

(d) The request is in compliance with reference (a).

(e) All participants will be housed at a location where the rate does not exceed the normal per diem rate.

(f) A cost comparison has been completed as required by references (e) and (f).

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(g) All less costly alternatives have been explored and found to be inadequate for dissemination of information.

(h) Every effort has been made to minimize the travel of civilian employees outside of normal working hours.

(i) All classified information is handled in accordance with the NAVSEA Security Manual.

c. **Requestor:** Conference approval documentation must be forwarded to the Vice Commander through the appropriate chain of command, via SEA 01 and SEA 02, to ensure compliance with enclosure (1). The request should address the following questions:

(1) Does the proposed conference relate to mission essential functions?

(2) What is the objective of the conference and is that objective attainable?

(3) Is the conference the most cost effective means to get the word out? What other alternatives were explored?

(4) Will this conference provide a forum for differing viewpoints to be addressed? Is the conference open to women and minorities? Will this conference afford participants a chance for personal growth?

(5) Is the cost proportionate to the anticipated results, both in dollars and man-hours? Will time and money be well spent?

(6) Was a cost comparison prepared? What were the results of the cost comparison? Was it completed in accordance with references (e) and (f)? Were all resource costs taken into account (travel, per diem, ground transportation, hours away from the office, audio visual, room rental, overtime, etc.)?

(7) What is the anticipated number of attendees? What organizations will the attendees represent? Why should an organization send more than one person to this conference?

(8) What is the estimated total cost to the Navy (travel, per diem, appropriated funds)?

(9) Have efforts been made to minimize temporary duty costs through the use of Morale, Welfare and Recreation Department facilities (i.e., conference space and logistical support, and Bachelor Quarters (BOQ/BEQ))?

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(10) If this is a recurring conference, when was the last conference? Is there a need for another conference and, if so, why at this time?

(11) What is the agenda for the meeting? Can it be shortened to minimize the number of days that participants are away from their offices?

(12) Will the conference include any non-federal 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?

6. Point of Contact. The point of contact for this matter is Amy Williamson, SEA 1051. Ms. Williamson can be reached at (202) 781-3193 or email williamsonal@navsea.navy.mil.



P. M. BALISLE

Distribution:
NAVSEA Special List 1
SNDL FKP COMNAVSEASYS COM Shore Activities

Copy to:
NAVSEA 1051



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
1333 ISAAC HULL AVE SE
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY TO

NAVSEA
4300
Ser 02/107
30 JUL 2002

NAVSEA
4300/7101.1B
Ser 01P1/014
26 July 2002

JOINT MEMORANDUM

From: SEA 01/02

Subj: USE OF GOVERNMENT PURCHASE CARD FOR FOOD AND PERSONAL
TYPE ITEMS

Ref: (a) Naval Audit Service Draft Report (2001-157) of
29 Mar 02

Encl: (1) Procedures for Approval of Food and Personal Item
Purchases

1. The purpose of this correspondence is to issue policy to ensure responsible use of the Government purchase card. It applies to both headquarters and field activities.
2. Reference (a) cites the following items as subject to special scrutiny: food, clothing, and other 'personal type items' such as merchandise items given as honorary or informal awards. While normally the purchase of personal type items is prohibited with appropriated funds, in certain very strictly defined situations where there is a legitimate government need, these types of items can be procured. Since they normally cost under \$2500, proper use of the purchase card is almost always an issue when procuring these types of items. Recommendation 13 of reference (a) requires a separate approval process for the purchase of give-away items in relation to employee recognition programs. In order to comply with this recommendation, and to ensure that all of the above items are only purchased to meet a legitimate government need, we are instituting special controls on the procurement of personal type items. These controls, along with amplifying guidance, are provided in enclosure (1). Please forward enclosure (1) to all purchase card holders, Approving Officials (AOs) and Agency Program Coordinators (APCs) who report to your organization.
3. Anyone found to be not following these procedures will have their purchase card privileges suspended immediately, and on a

Enclosure (1)

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ITEMS

case by case basis, the person certifying the purchase may be required to reimburse the government for any improper purchases.

3. In order to assist us in getting a handle on the magnitude of any issues that may exist in this area, headquarters and all field activities are asked to provide the NAVSEA Level 3 APCs (Susan Cassatt (CassattSL@navsea.navy.mil) at (202) 781-2835 or Cheryl Tryon (TryonCA@navsea.navy.mil) at (202) 781-4178) with a list of all food purchases made since 01 October 2001. This list should be provided by 30 September 2002.

4. While food and other personal type item purchases are not 'big ticket' items, like ships or missiles, misuse of funds for these kind of items gives decision makers the idea that the persons responsible cannot be trusted to manage public funds. We ask that you join us in working together as a team to help maintain the Navy's reputation for integrity through adherence to these policies. If you have specific questions, or require further assistance or training in the proper use of appropriated funds for items bought with the purchase card, please contact Seth Leventhal (LeventhalSL@navsea.navy.mil) at (202) 781-2736.

K.L. White CDR, USN

K. WHITE
Contracts/Deputy Commander

R.C. Storey

R. C. STOREY
Comptroller/Deputy Commander
Acting

Distribution:

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PEO CV
SNDL FKP/C84B

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TYPE ITEMS

Distribution:

NSWC Crane (APC L. Combs)
NSWC Indian Head (APC S. Bowie)
NSWC Carderock (APC L. Unger)
NSWC Dahlgren (APC P. Coron)
NSWCDET Coastal System Station (APC P. Morris)
NSWC Corona (APC G. Schroder)
NSWC Port Hueneme
NUWC Keyport (APC S. Glasgow)
NUWC Newport (APC L. Harkness)
NAVSEA Logistic Center (APC J. Wert)
NAVSEA Logistic Center DETLANT (APC K. Boone)
NISMO Headquarters (APC K. Hogwood)
NISMO Portsmouth (APC F. Hood)
NISMO Philadelphia (APC J. Flaherty)
NISMO Pearl Harbor (APC M. Won)
MISMO Bremerton (APC G. Galassi)
NAVSEA EODTECH (APC P. Swann)
Naval Shipyard Norfolk (APC S. Johnston)
Naval Shipyard Portsmouth (APC J. Allen)
Naval Shipyard Puget Sound (APC E. Williams)
SUPSHIP Bath (APC L. Snyder)
SUPSHIP Groton (APC P. Rich)
SUPSHIP Jacksonville (APC J. Nettuno)
SUPSHIP Newport News (APC S. Wallace)
SUPSHIP New Orleans (APC P. LeBlanc)
SUPSHIP Pascagoula (APC R. Beatty)
SUPSHIP Portsmouth (APC W. Hutesnpiller)
SUPSHIP San Diego (APC R. Craig)
SUPSHIP Puget Sound (APC LT Hanner)
SUPSHIPDET Pearl Harbor (APC D. Jackson)
AEGIS Technical Representative (APC J. Hasenmayer)
AEGIS Combat System Center (APC J. Tye)
AEGIS Training Readiness Center HQ (APC S. Stein)
AEGIS TRCDET San Diego (APC D. Noyes)
AEGIS TRCDET Norfolk (APC D. Knight)
AEGIS TRCDET Mayport (APC R. Briley)
AEGIS TRCDET Pearl Harbor (APC T. Sanborne)
AEGIS TRCDET Philadelphia (APC B. Jones)
NOSSA (APC D. Florshutz)
SUBMEPP (APC L. Sparkman)
Naval Experimental Diving Unit (APC R. Harasin)
NAVSEA HQ (APC T. Prunier)

Procedures for Approval of Food and Personal Item Purchases

The guidance below applies to the following types of purchases:

- Food
- clothing
- merchandise items given as honorary or informal awards
- any other personal type items (i.e. items normally bought for personal, not governmental purposes)

The following controls will be placed on food/personal item purchases to ensure responsible utilization of appropriated funds:

A. At NAVSEA Headquarters individuals must:

- ❑ First research the SEA 01P web site (<http://www.navsea.navy.mil/sea01p/index.html> - see section on purchase card) to determine whether the use of appropriated funds could be considered allowable.
- ❑ Obtain approval from your directorate/PEO certifying that the purchase is necessary for efficient/effective operation of the office.
- ❑ Obtain approval from SEA02 APC (Tom Prunier, (202) 781-3914, PrunierTL@navsea.navy.mil) and SEA01P Budget Policy office (Seth Leventhal, (202) 781-2736, LeventhalSL@navsea.navy.mil) certifying that the purchase meets all tests for proper use of appropriated funds and for use of the purchase card.
- ❑ Maintain written or electronic documentation of approval on file.

B. At field activities individuals must:

- ❑ First research this memo or the SEA 01P web site (<http://www.navsea.navy.mil/sea01p/index.html> - see section on purchase card) to determine whether the use of appropriated funds could be considered allowable.
- ❑ Obtain approval of the Commanding Officer of the field activity certifying that the purchase would be necessary for efficient/effective operation of the office.
- ❑ Maintain written or electronic documentation of approval on file.
- ❑ Send copy of approval to Susan Cassatt, (202) 781-2835, CassattSL@navsea.navy.mil or Cheryl Tryon, (202) 781-4178, TryonCA@navsea.navy.mil

AMPLIFYING GUIDANCE:

- ✓ The general rule established by the Comptroller General is that the purchase of food and personal items is prohibited. However, there are a few exceptions to the rule. Please refer to SEA 01P web site <http://www.navsea.navy.mil/sea01p/index.html> (Click on "Special Feature: Proper use of appropriated funds for purchase card

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holders") for clarification on these rules any time you are considering the use of appropriated funds for food or personal type items.

- ✓ Please note that the guidance for light refreshments at conferences has recently been revised. In order to purchase light refreshments, a majority of the attendees (at least 51%) have to be in a travel status. Activities are not permitted to provide light refreshments to non-federal travelers unless they provide a mechanism for non-federal individuals to pay for such provisions they may be provided. The monies collected must be deposited in the Treasury as Miscellaneous Receipts.
- ✓ While use of merchandise awards may be allowable in certain cases, they must be used sparingly to avoid a perception that the items are in fact being bought as gifts, not awards. Be especially careful when using food as an award. While food can be a valuable incentive, its use must be carefully monitored and limited to special situations. Overuse, routine and indiscriminate approval, or overly extravagant use of food and merchandise as awards could make it necessary for us to prohibit the use of food or merchandise as an award at NAVSEAHQ and NAVSEA field activities.
- ✓ On the web site a number of additional "AWARD WARNINGS" have been posted on topics such as use of gift certificates and avoidance of direct involvement with charitable programs. Please study and carefully consider these warnings whenever you are asked to use the purchase card for these purposes.