

Religious Ministry Support  
REFERENCE / AUTHORITYSOURCE DOCUMENT  
Information Sheet

Document Designation: SECNAVINST

Number: 4651.8

TITLE: ATTENDANCE AT AND PARTICIPATIION IN MEETINGS BY  
MILITARY PERSONNEL

Date: 17 JUL 89

Purpose: To provide policy for attendance at meetings of Federal agencies  
and recognized non-Federal societies and organizations by  
military personnel.

Source(s): NAVY ELECTRONIC DIRECTIVES  
Website: <http://neds.daps.mil/directives/dirindex.html>  
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CORRECTED COPY

DEPARTMENT OF THE NAVY  
Office of the Secretary  
Washington, DC 20350-1000

SECNAVINST 4651.8L  
OP-09B21  
17 July 1989

SECNAV INSTRUCTION 4651.8L

From: Secretary of the Navy  
To: All Ships and Stations

Subj: ATTENDANCE AT AND PARTICI-  
PATION IN MEETINGS BY  
MILITARY PERSONNEL

Ref: (a) CPI 410.8 (NOTAL)  
(b) SECNAVINST 5760.4B  
(c) 37 USC 412 (NOTAL)  
(d) SECNAVINST 6401.2A  
(e) Catalog of Naval Shore Activities  
(OPNAV P09B2-105)

Encl: (1) Request and Approval for  
Attendance at Meetings, OPNAV  
5050/11 (6-83)  
(2) Criteria, Procedures and Records

1. **Purpose.** To revise the policy for attendance at meetings of Federal agencies and recognized non-Federal societies and organizations by military personnel, to recognize mandatory DOD health care requirements, and to set forth procedures for approval of expenses incident to attendance at meetings.

2. **Cancellation.** SECNAVINST 4651.8K.

3. **Applicability.** This instruction applies to military personnel in the Department of the Navy. Civilian personnel are covered by reference (a) and the use of enclosure (1) is applicable only when authority to accept payment applies. Department of the Navy liaison representatives are governed by reference (b) which provides policies established by the Secretary of Defense for participation by liaison representatives in the activities of private or nongovernmental organizations, including technical and professional societies.

4. **Background.** Reference (c) states that Department of Defense appropriations available for travel may not be used for expenses incident to attendance at meetings sponsored by

recognized non-Federal societies and organiza-  
tions without the approval of the Secretary of the  
Department concerned, or his designee.

5. **Policy.** Attendance at and participation by (R)  
Department of the Navy military personnel in  
meetings, symposia and conferences sponsored  
by Federal agencies, recognized non-Federal  
societies and non-Federal organizations, and  
expenses incurred as a result of such partici-  
pation or attendance, will be managed in a  
manner which will minimize associated costs.  
Such attendance may either be mandatory  
(a requirement established by higher authority)  
or discretionary. The following provides guidance  
regarding review and approval of such requests:

a. **Mandatory Attendance.** In order to (A)  
meet the licensure and/or certification require-  
ments established for DOD health care personnel  
in reference (d), all Department of the Navy  
military health care personnel will be authorized  
and funded to attend professional meetings,  
seminars and courses which are related to their  
primary professional duties and which serve to  
maintain their professional competency and  
which may otherwise be required to satisfy  
licensure and certification requirements  
established for their professions by the various  
states and professional specialty boards. For  
the purpose of this requirement, the term  
"Department of the Navy military health care  
personnel" is defined to include all physicians,  
dentists, nurses, clinical psychologists, other  
direct health care providers, and support  
personnel required to maintain licensure or  
certification. When in question, specific licensure  
or certification requirements applicable to  
Department of the Navy military health care  
personnel may be referred to the Commander,  
Naval Medical Command.

b. **Discretionary Attendance.** Enclosure (2) (A)  
provides guidance concerning review and  
approval of requests for attendance at meetings  
which are not specifically required by higher  
authority.

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**6. Delegation of Authority.** Authority is delegated to the officials listed as echelon 1 commanders in section 2 of reference (e). These officials may designate additional individuals under their command or supervision as designees of the Secretary for the purposes and requirements of reference (c). A level of administration which will assure compliance with policy, regulations and criteria of this instruction, and which will accomplish the program objectives most effectively, must be maintained.

**7. Responsibility.** The Chief of Naval Operations and Commandant of the Marine Corps are responsible for control of military attendance at and participation in meetings and symposia under this instruction.

**8. Form.** OPNAV 5050/11 (6-83), S/N 0107-LF-050-5055, is available from the Navy supply system per NAVSUP P-2002, Navy Stock List of Publications and Forms.

EVERETT PYATT  
By direction of  
Secretary of the Navy

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REQUEST AND APPROVAL FOR ATTENDANCE AT MEETINGS		(See Instructions on reverse side)
S A M P L E		2. REFERENCE  3. DATE
Authorization is requested for attendance at a meeting by proposed personnel. The criteria for attendance at and participation in meetings as set forth in CPI 410.8 for civilian personnel and SecNavInst 4651.8K for military personnel have been met.		
PART I - MEETING INFORMATION		
4. OFFICIAL TITLE AND OBJECTIVE OF MEETING (Attach announcements) (Continue on back if necessary)		7. SUBJECT MATTER CATEGORIES CPI 410 MANAGEMENT OR SUPERVISION WITHIN SPECIALIZATION OTHER (Specify)
5. NAME AND NATURE OF SPONSORING ORGANIZATION		8. INCLUSIVE DATES OF MEETING: FROM _____ TO _____
6. LOCATION OF MEETING (City and State)		11. ESTIMATED COST TO THE NAVY
9. SERIES/GRADE SERVICE/RATING (RANK)	10. NAME AND PAYROLL TITLE (If military, give organizational title) (Use reverse for additional names)	a. TOTAL ESTIMATED COST \$ _____ b. ESTIMATE PER PERSON (In accordance with JTH Vol 1) REGISTRATION _____ TRAVEL _____ PER DIEM _____ OTHER _____ TOTAL PER PERSON \$ _____
12. STATEMENT OF BENEFIT TO THE DEPARTMENT OF THE NAVY FOR ATTENDANCE AT OR PARTICIPATION IN THIS MEETING. IF PARTICIPATING GIVE NATURE AND EXTENT OF PARTICIPATION		
13. SIGNATURE AND TITLE OF SUPERVISING AND REVIEWING OFFICIALS (See Instructions on reverse side)		DATE
a. _____ b. _____ c. _____		_____ _____ _____
PART II - AUTHORIZATION TO ACCEPT PAYMENT (To be completed if applicable - Civilians only)		
Authorization to accept payment from a Non-Government source in connection with this meeting is requested. The criteria as set forth in CPI 410.7 have been met.		
14. NAME, PAYROLL TITLE, GRADE OR RATING OF CIVILIAN EMPLOYEE(S)		
15. NAME AND LOCATION OF ORGANIZATION MAKING PAYMENT		
16. AMOUNT AND NATURE OF PAYMENT	17. PURPOSE FOR WHICH PAYMENT IS TO BE USED	
PART III ACTION BY APPROVING AUTHORITY (Any change made in PART I should be explained under COMMENTS)		
18. AUTHORIZATION IS HEREBY GRANTED FOR		
<input type="checkbox"/> ATTENDANCE AT MEETING <span style="margin-left: 200px;"><input type="checkbox"/> ACCEPTANCE OF PAYMENT</span>		
19. COMMENTS		
20. SIGNATURE OF AUTHORIZING OFFICIAL (As designated in CPI 410.8 and SECNAVINST 4651.8K)		DATE

Enclosure (1)

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PART I - MEETING INFORMATION	
<p style="font-size: small; margin: 0;">ITEM 4 OFFICIAL TITLE AND OBJECTIVE OF MEETING (Continued from reverse side)</p> <p style="text-align: center; font-size: large; margin: 20px 0;">S A M P L E</p>	
<p style="font-size: x-small; margin: 0;">ITEMS 9 and 10 SERIES/GRADE, SERVICE RATING (RANK) AND NAME AND PAYROLL TITLE (Continued from reverse side)</p>	
<p style="font-size: x-small; margin: 0;">9 SERIES/GRADE SERVICE/RATING (RANK)</p>	<p style="font-size: x-small; margin: 0;">10 NAME AND PAYROLL TITLE (If military, give organizational title)</p>
<p style="text-align: center; font-size: large; margin: 20px 0;">S A M P L E</p>	
<p style="text-align: center; font-weight: bold; margin: 0;">INSTRUCTIONS</p> <ol style="list-style-type: none"> <li>1 The following instructions pertain to signatures required               <ol style="list-style-type: none"> <li>a Part I Item 13:                   <ol style="list-style-type: none"> <li>Line a - For the signature of the supervising official initiating action</li> <li>Line b - For the signature of the reviewing official when the commanding officer or head of the activity has been authorized to approve requests for attendance at meetings, or</li> <li>Line c - For the signature of the commanding officer or head of the activity when the request is forwarded to the management bureau or office.</li> </ol> </li> </ol> </li> <li>2 Part II Item 14 names of employee(s) will be entered here regardless of possible duplication of Item 10. There may be instances when not all employees listed in Item 10 will be requesting authorization to accept payment.</li> <li>3 Part III Item 20 For the signature of the authorizing official, department or field, to whom authority has been delegated to approve attendance at meetings or to authorize acceptance of payments.</li> <li>4 When military and civilian personnel are included on the same form, a record copy will be forwarded as required for military personnel and for civilian personnel.</li> </ol>	

OPNAV 5050/11 (9-69) BACK

Enclosure (1)

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**Criteria, Procedures and Records****1. Criteria****a. General**

(1) Expenses incident to the attendance at and participation in meetings convened or sponsored by recognized non-Federal societies and organizations will require approval by the Secretary of the Navy or his designee. Exceptions are contained in subparagraphs ld, le and lf below.

(2) Expenses authorized will be limited to the amount necessary to accomplish the official purpose of attendance. Membership fees or dues and, where separable, fees for entertainment, social events and other personal items of expense are not authorized. Costs of meeting sessions combined with meals are allowable, subject to adjustments as travel regulations may require.

(3) Secretarial approval is required only for those expenses attributable to attendance at non-Federal meetings. If readily separable, requests for approval should not include costs for other official travel in the itinerary.

(4) The initiating activity is responsible for compliance with existing security regulations and for any necessary clearances for attendance and participation in conferences and meetings under the provisions of this instruction.

**b. Justifiable Purposes for Attendance at Government Expense.** A basic criterion is that the purpose or subject of the meeting be related to the primary professional duties of the attendee. Attendance at government expense may be approved for any person whose primary reason for attendance is one or more of the following:

(1) To acquire information needed in the performance of official duties.

(2) To provide information on the Navy's work or functions to the meeting group, in fulfillment of a public interest obligation.

(3) To contribute to the pool of professional and scientific knowledge from which the Government draws.

Enclosure (2)

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(4) To use the occasion as a more economical means of transacting necessary official business with other attendees.

(5) To enable resolution of mutual problems of Federal agencies and non-Federal societies and organizations where common resolution would be beneficial or essential to the Navy's mission or to obtain the assistance of technical groups or specialists in a specific Navy project, under reference (b).

(6) To participate in the discussions and deliberations of national educational organizations which have a relationship to Navy military education and training programs.

(7) To recruit employees to fill specific vacancies when normal Navy recruiting methods are not adequate. In this case, the attendee must have a recruiting responsibility.

(8) To maintain and further the professional competency of individual personnel, consistent with personnel development and training policies.

c. **Selection of Participants.** When selecting personnel as Navy representatives for any specific conference or meeting, the following factors should be considered:

(1) Rank, education and professional background specified by the sponsoring society.

(2) Whether the information to be provided will be of more value to the "supervisor" or "working" level in the chain of command.

(3) Position, education and professional background of other personnel expected to attend.

d. **Attendance Not Authorized at Government Expense.** Attendance at government expense may not be authorized for the following:

(1) Meetings attended solely to perform personal duties as an officer or member of a private organization.

(2) Meetings and organizations whose purposes are social, philanthropic, fraternal or otherwise not of a technical, scientific, professional or similar character. Where attendance is required in the performance of official government business, such requirement should be clearly apparent.

e. **Secretarial Approval Not Required.** Attendance at certain types of meetings does not require approval by the Secretary of



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the Navy or his designee, but may be authorized under the provisions of existing military travel instructions. Travel orders and claims for these cases should be written so that the facts determining such exceptions are clearly evident. This provision covers the following:

(1) Instances where no direct expenses to the Government is involved, and benefit to the Navy can be identified.

(2) Meetings of an informal or ad hoc nature (not identifiable with or composed of members of any society or association) which are convened for the purpose of transacting business related directly to the purpose for which Navy appropriations are provided, and the performance of the official duties of the attending person.

(3) Official public speaking engagements on naval subjects, if these do not otherwise involve expenses for attendance or participation in the meeting sessions.

(4) Meetings of official state or municipal governmental organizations or of international governmental organizations to which the United States is officially an adherent, attendance at which is in line with official duties or for the purpose of transacting Navy business.

(5) Occasions and expenses involving no attendance at a meeting but arising out of the performance of official duties, such as erecting or monitoring official exhibits, and observing displays and demonstrations of equipment or materials applicable to Navy work.

(6) Attendance required solely for the purpose of transacting official Government business.

(7) Expenses, including registration fees, incident to the attendance at and participation in meetings convened or sponsored by Federal agencies.

f. Attendance at Personal Expense. While it is desirable that personnel maintain relationships with recognized organizations in their fields, it is obviously not possible nor appropriate for the Department to defray the costs in all instances. When it is determined that the work of the Department will benefit, permissive authority to attend meetings in a duty status without charge to leave may be granted. Travel may be authorized under travel regulations.

2. Procedures. In obtaining approval for attendance at meetings or conferences, the following procedures will be followed:

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a. General

(1) Request and approval for attendance at meetings, OPNAV 5050/11 (6-83), (enclosure (1)) will be used.

(2) The form will be completed according to directions on the reverse side of the form.

(3) A separate form will be prepared for each conference to which an activity desires to send personnel. Where more than one individual plans to attend the same conference, one consolidated request will be submitted. Specific explanation of the need for multiple attendance will be included. An alternate may be entered on the same form prepared for the proposed conferee; however, should a separate request be submitted, the request will indicate the name of the primary conferee for whom substitution is made.

(4) One copy of each approved request will be retained for record purposes by the approving authority.

b. When a command Must Obtain Approval from Higher Authority

(1) An original and two copies of enclosure (1) will be forwarded to the approving authority to arrive at least three weeks prior to registration for the conference or commencement of travel.

(2) The approving authority will endorse the request (parts II, if applicable, and III of enclosure (1)) and return the original and one copy to the originating command.

c. Messages or Telephone Requests for Approval. When unusual or unavoidable circumstances make advance submission of enclosure (1) impossible, messages or telephone requests, furnishing essential justification, may be made to the approving authority. If approved, action will be confirmed by submitting enclosure (1) in accordance with regular procedures. The unavoidable circumstances must be explained on the form.

3. Records. A copy of each approved OPNAV 5050/11 (6-83) will be retained for minimum of three years.

