



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
MARINE FORCES NORTH
2000 OPELOUSAS AVENUE
NEW ORLEANS, LOUISIANA 70146-5400

ForO 7300.1B
COMPT
17 Jul 2012

FORCE ORDER 7300.1B

From: Commander
To: Distribution List

Subj: COMMAND SPONSORED CONFERENCE REQUEST PROCEDURES AND GUIDANCE

Ref: (a) ALNAV 072/11 of 07 Nov 2011
(b) MCO 7300.22A
(c) JFTR U5255
(d) MARADMIN 229/07 of 27 Mar 2007
(e) OSD memo of 3 Apr 2007
(f) CMC Green Letter No. 03-09 of 30 Apr 2009
(g) ASN (FM&C) memo of 12 May 2006

Encl: (1) List of Service Directed Training Conferences
(2) Sample Conference Request Format
(3) Sample After Action Report Format
(4) Receipt Example

1. Situation. Conferences are an expensive means to train, plan, collaborate and disseminate information. When it is determined that only a conference will suffice to accomplish the mission, Marine Forces Reserve (MARFORRES), its Major Subordinate Commands (MSCs), and Marine Forces North (MARFORNORTH) conference sponsors must ensure that all conferences comply with law, regulation and policy that reduces overall costs and eliminates waste in conference planning and execution.

2. Cancellation. ForO 7300.1A

3. Mission. This Order outlines conference request, execution and reporting procedures in order to effectively manage and exercise strict fiscal control for planning and conducting command sponsored conferences.

DISTRIBUTION A: Approved for public release, distribution is unlimited.

4. Execution

a. Commander's Intent. Provide guidance and procedures for requesting and executing MARFORRES, its MSCs, and MARFORNORTH sponsored conferences. It is imperative that MARFORRES, MSC, and MARFORNORTH conference sponsors exercise good stewardship of Marine Corps resources by ensuring the four goals of the Department of Defense (DoD) reference (a), are met with regard to conference planning:

- (1) Conference costs are minimized.
- (2) Improve internal controls.
- (3) Reduce the use and frequency of conferences.
- (4) Substitute technology for travel wherever practical including, but not limited to, video conferencing.

b. Concept of Operations

(1) COMMARFORRES/COMMARFORNORTH will closely review all conference requests by MARFORRES, MSCs, and MARFORNORTH conference sponsors. At a minimum, MARFORRES, MSC, and MARFORNORTH conference sponsors should:

(a) Consider whether the conference is necessary for the effective accomplishment of the organization's mission.

(b) Evaluate/analyze cost differentials between conference alternatives and alternative sites.

(c) Limit attendance to the minimum number of individuals required for mission accomplishment.

(d) Ensure that approved conferences are held at locations not requiring either "actual expense authorizations" exceeding standard per diem rates, or an additional conference lodging allowance.

(2) References (a) and (b) delegate the COMMARFORRES and COMMARFORNORTH as the approving authority of MARFORRES, MSCs, and MARFORNORTH Marine Corps sponsored conferences with projected total costs of less than or equal to \$100,000 (inclusive of Active Duty for Operational Support (ADOS) personnel/salary costs and personnel/manpower labor costs).

(3) Marine Corps sponsored conferences that are projected to cost between \$100,000 and \$500,000 (inclusive of ADOS personnel/salary costs and personnel/manpower labor costs) must have prior approval from the Director, Marine Corps Staff (DMCS). The Fiscal Director of the Marine Corps, Programs and Resources Department, Headquarters, Marine Corps (HQMC) will serve as the action official for processing these requests to the DMCS for review and approval. Requests for approval of such conferences should be addressed to the DMCS via the Director, Fiscal Division (RFR), Programs and Resources Department, Headquarters, United States Marine Corps, Washington, DC 20380-1775. Requests for DMCS approval must be received by CMC (RFR) no later than 60 days prior to the proposed conference start date. Therefore, all MARFORRES and MARFORNORTH conferences requiring DMCS approval must be received by the MARFORRES/MARFORNORTH Comptroller's Office no later than 120 days prior to the proposed conference start date.

(4) Marine Corps sponsored conferences that are projected to cost greater than or equal to \$500,000 (inclusive of ADOS personnel/salary costs and personnel/manpower labor costs); or conferences held in conjunction with a non-federal entity (NFE) must have prior approval from the Department of Navy/Assistant for Administration (DoN/AA). Requests for DoN/AA approval must be received by the Department of Navy no later than 60 days prior to the proposed conference start date and routed through HQMC no later than 120 days prior to the proposed conference start date. Therefore, conference requests requiring DoN/AA have to be received in the MARFORRES/MARFORNORTH Comptroller's Office no later than 180 days prior to the proposed conference start date.

| Approval Authority | COMMARFORRES | DMCS | DoN/AA |
|---|---|---|--|
| Estimated Conference Cost | Conference cost less than or equal to \$100,000 | Conference Cost between \$100,000 - \$500,000 | Conference cost greater than or equal to \$500,000 |
| Submission deadline to approval authority | No later than 60 days prior to event | No later than 60 days prior to event | No later than 60 days prior to event |

Figure 1 - Conference Approval Matrix

(5) Service directed training conferences are exempt from the above approval thresholds, and will be approved by

COMMARFORRES regardless of the cost. Enclosure (1) contains the list of currently approved service directed training conferences. Service directed training conferences with projected total costs of less than \$15,000 will not require a conference request submission. Service directed training conferences with projected total costs equal or greater than \$15,000 will require a conference request in accordance with normal conference request procedures.

(6) The MARFORRES/MARFORNORTH Assistant Chief of Staff (AC/S) Comptroller is the responsible office for processing these requests to the COMMARFORRES/COMMARFORNORTH for review and approval. Conference requests submitted for approval must include conference documentation as outlined in this Order and must be received by the MARFORRES/MARFORNORTH Comptroller's Office no later than 60 days prior to the proposed conference start date. The conference request approval document must be filled out in the automated Conference Program located in the Memorandum Fiscal Services (MFS): <https://mfs.marforres.usmc.mil>. A conference agenda, proposed attendee list, and a MARFORRES/MARFORNORTH route sheet must also be attached to the electronic request. Enclosure (2) provides the automated conference request format.

c. Tasks

(1) Conference Sponsor

(a) Submit a conference request for approval in the automated Conference Program located in the Memorandum Fiscal Services (MFS): <https://mfs.marforres.usmc.mil> with the format provided in enclosure (2), to the COMMARFORRES/COMMARFORNORTH via the Chain of Command.

(b) Acquire conference facilities, billeting, messing, transportation and administrative support for the conference request.

(c) Publish a conference Letter of Instruction (LOI), agenda, proposed list of attendees, and administrative guidance to include transportation, billeting, and reporting instructions.

(d) Submit a conference After Action Report in the automated Conference Program located in the Memorandum Fiscal Services (MFS): <https://mfs.marforres.usmc.mil> with the format provided in enclosure (3), to the COMMARFORRES/COMMARFORNORTH

via the chain of command, AC/S Comptroller within 60 days after completion of the conference.

(e) Retain conference planning and cost documentation, including pre-conference cost estimates and post conference actual costs, for three years.

(2) Assistant Chief of Staff, Comptroller

(a) Serve as Conference Program Manager.

(b) Ensure conference request data in MFS is complete and accurate.

(c) Review and process conference requests for fiscal integrity.

(d) Provide recommendations and assistance to Conference Sponsors.

(e) Prepare conference request submissions for COMMARFORRES/COMMARFORNORTH approval.

(f) Complete the Office of the Secretary of Defense (OSD) Cost Tool in order for OSD to perform a cost analysis. The OSD Cost Tool will assign MARFORRES, MSCs, and MARFORNORTH conferences with an OSD ID number for Tracking at the OSD level.

(g) Conduct internal audit of conferences as part of the Commander's Inspection Program in order to verify that internal controls over the attendance and costs of conferences are in place and operating effectively.

(h) Review conference after action reports and prepare for submission to DC, P&R.

(3) MARFORRES/MARFORNORTH Counsel

(a) Review conference requests containing food for legality.

(b) Review conference requests containing spousal or designated individual travel for legality, except for travel in conjunction with Yellow Ribbon Reintegration Program (YRRP) events which may be approved locally per reference (c).

d. Coordinating Instructions

(1) A list of conferences is published in the annual fiscal year budget data-call. Based on that list, the unit Budget Execution Authority (BEA) should budget for their projected attendance to these conferences.

(2) A conference is defined as any meeting, retreat, seminar, symposium, or other event that requires attendee travel (temporary duty travel) with the exception of technical and administrative investigations, inspections, audits or site visits to Government installations. The term also applies to training activities when:

(a) The announced purpose of a conference is educational or instructional.

(b) More than half of the time is scheduled for a planned, organized exchange of information between presenters and audience.

(c) The training is based on a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education in fields which will improve individual and organizational performance, and assist in achieving agency mission and performance goals.

(d) Development benefits will be derived through the employee's attendance.

(3) The method for submission of conference requests is on electronic letterhead with the conference agenda, proposed attendee list, a MARFORRES/MARFORNORTH route sheet attached. These forms will be created or attached and forwarded in the automated Conference Program located in the MFS.

(4) Conference approval is the formal permission to conduct a conference and is conditional on the provisions of the conference request.

(5) Funding approval is separate and distinct from "conference approval". Conference approval is the responsibility of the COMMARFORRES/COMMARFORNORTH. Approval of the funding to support that conference is the responsibility of the unit BEA Funds Manager, including unplanned conferences not outlined in the published annual conference list.

(6) Conference costs include all appropriated and nonappropriated funds obligated by the Marine Corps for Marine Corps sponsored conferences. Conference costs include, but are not limited to: travel, per diem, billeting, local transit (rental cars, taxi, shuttle), audio visual, speaker fees, materials and services costs incurred in support of a conference.

(7) Government Manpower Labor Costs consisting of the Action Officer (AO) pay grade and number of days associated with planning and executing the conference will be submitted as an attachment to the conference request or included in the comments section of the conference request. Additionally, the Action Officer's (AO) flight, lodging, meals, and incidental expenses associated strictly with the Planning of the conference will also be submitted in the automated conference request.

(8) Active Duty Operational Support (ADOS) attendee pay and allowances personnel/manpower labor costs for those planning, executing, or overseeing the conference or conference-related activities shall be included as costs to conduct the conference. Active Duty and Active Reserve pay and allowances for attendees is not considered a conference cost due to it being a sunk cost.

(9) Rental vehicles are not authorized for conference attendees without justification and a review of alternate and cheaper transportation means.

(10) All U.S. Government funded conference expense will be captured regardless of the federal entity providing the funding.

(11) Conference justifications will include:

(a) Why the conference is necessary.

(b) Other alternatives (VTC, web-meeting, etc.) and why they were not a suitable on-site conference substitute.

(c) Why the chosen conference site/facility was picked.

(d) Efforts to limit the number of attendees.

(12) Marine Corps sponsored conferences may not charge a reimbursable conference fee to any participant per reference (d).

(13) Marine Corps sponsored conferences may charge a non-reimbursable conference fee. These are funds collected from conference participants which cannot be reimbursed with appropriated funds. Conference participants cannot be forced to pay non-reimbursable fees, but may be restricted from partaking in food/drink or entertainment purchased with fees collected from others. Non-reimbursable fee activities may not either be essential to or detract from the effectiveness of the conference. Complete records/ledgers and copies of receipts will be maintained for all funds collected and disbursed. Enclosure (4) provides a receipt example format. All non-reimbursable conference fees collected, but not disbursed will be returned to the contributors on an equitable and auditable basis.

(14) Per reference (e), speaker fees greater than \$2,000 per speaker must be approved by the next higher command. DoD speakers should be the first option and exceeding \$2,000 should be the exception. Speaker fees should also be commensurate with the speaker's expertise and consistent with fiscal and federal regulations.

(15) Geographical location, facility, and logistical support requirements should be considerations when determining appropriate conference site locations. Per references (a) and (f), military installations or government facilities must receive first consideration and are the preferred venues. MARFORRES and MARFORNORTH sponsored conferences will always consider the Marine Corps Support Facility (MARCORSPTFAC) as the primary option. Other conference sponsors are encouraged to consider New Orleans, LA and Joint Reserve Base (JRB) Belle Chasse, LA prior to looking at other venues. A minimum of 3 sites must be considered if a government facility is selected. A minimum of 4 sites must be considered if a government facility is not selected. Decision documentation must be developed and maintained, regardless of total projected conference cost. Required documentation will include a cost analysis for each alternative conference option considered and an explanation of other decision factors. If a more costly option is selected, the factors which influence the selection should be justified in the conference request.

(16) High cost or resort locations and premium cost facilities that may be perceived by the public as more attractive for recreation than official business should be avoided as conference site locations.

(17) As a general rule, appropriated funds are not authorized to purchase food and beverages per reference (g). If meals are provided at government expense in lieu of per diem, the following must be submitted for approval from the MARFORRES/MARFORNORTH Counsel prior to being routed to the AC/S Comptroller:

(a) A justification for using appropriated funds to purchase food and beverages.

(b) The cost of each meal being provided.

(c) Whether meals are contracted separately.

(d) Whether the appropriate proportional meal rate (PMR) has been used. For additional information on PMR, go to <http://www.defensetravel.dod.mil/site/fagpropmeal.cfm>.

(e) Whether the cost of government-furnished meals plus the PMR exceeds the per diem rate for the location.

(f) How each traveler will receive notice to ensure travelers correctly annotate their travel voucher to account for government-furnished meals.

(18) Any conference request containing spousal or designated individual travel, except for travel in conjunction with YRRP events, must be reviewed by the MARFORRES/MARFORNORTH Counsel's office for legality prior to being routed to the AC/S Comptroller for review and recommendation. Spousal and designated individual travel for YRRP events may be approved locally per reference (c).

(19) When counting attendees, include all personnel in a travel status including instructors and admin support personnel.

(20) Conference requests submitted for COMMARFORRES/COMMARFORNORTH approval must be received by the Comptroller's Office no later than 60 days prior to the proposed conference start date.

(21) Conference requests requiring DMCS approval must be received by the Comptroller's office no later than 120 days prior to the proposed conference start date.

(22) Conference requests requiring DON/AA approval must be received by the Comptroller's office no later than 180 days prior to the proposed conference start date.

(23) Conference sponsors will not commit the Government to the use of any facility, sign any agreement or otherwise obligate the government for conference facilities or support before approval of the conference by the conference approval authority.

(24) Conference sponsors may not change the nature, location, number of attendees, or projected cost of an approved conference without written approval of the COMMARFORRES/COMMARFORNORTH.

(25) All conference-related contracts must be awarded by a warranted Contracting Officer, or when authorized, a government purchase cardholder.

(26) After Action Reports will include: a conference roster with a list of attendee names, last five digits of social security numbers, the standard document numbers (SDN) from the orders, travel, conference receipts along with a complete accounting of any non-reimbursable fees collected.

(27) A justification must be provided in the After Action Report if the actual total conference cost and/or attendees exceeds the estimated total cost and/or attendees by ten percent.

5. Administration

a. MARFORRES MSCs and MARFORNORTH Conference Requests and After Action Reports will be signed by the respective Chief of Staff.

b. MARFORRES Staff Sections Conference Requests and After Action Reports will be signed by the Department's Staff Principal or Deputy.

c. Complete records and copies of receipts will be maintained for all non-reimbursable funds collected and disbursed. Collection receipts will clearly state the

conference title, name of the payee, date, total fee amount, collector, and collector signature. Enclosure (4) provides the receipt example format.

d. Automated Conference Program can be accessed in the Memorandum Fiscal Services (MFS): <https://mfs.marforres.usmc.mil>

6. Command and Signal

a. Command. This Order is applicable to Marine Forces Reserve and Marine Forces North.

b. Signal. This Order is effective the date signed.

A handwritten signature in black ink, appearing to read 'S. A. Hummer', written in a cursive style.

S. A. HUMMER

DISTRIBUTION: C, D

Directives issued by this Headquarters are published and distributed electronically. Electronic versions of the Force directives can be found at:

<http://www.marines.mil/unit/marforres/MFRHQ/G1/Adjutant/ForceOrders/default.aspx>

List of Service Directed Training Conferences

- Yellow Ribbon Reintegration Program (YRRP)
- Training, Exercise, and Employment Plan (TEEP)
 - Includes exercise planning conferences
- Equal Opportunity Representative (EOR) Course
- Senior Leadership Workshop (SLW)
- Combat Operational Stress Control (COSC)
- Operational Stress Control and Readiness (OSCAR)
- Family Readiness Officer (FRO) Training
- Casualty Assistance Calls Officer (CACO) Training
- Sexual Assault Prevention and Response (SAPR) Training
- Uniform Victim Advocate (UVA) Training
- Chemical, Biological, Radiological, Nuclear (CBRN) Training
- Total Ammunition Management Information System (TAMIS) Training
- Semper Fit Combat Fitness Trainer (SFCFT) Training
- Electronic Key Management Systems (EKMS) Training
- Substance Abuse Control Officer (SACO) Training

SAMPLE CONFERENCE REQUEST FORMAT
(UNIT LETTER HEAD)

7300
Sponsor code
Date

From: _____
To: Commander, Marine Forces Reserve/ Marine Forces North
Via: (1) Chain of Command, as applicable
(2) Assistant Chief of Staff, Comptroller
MARFORRES/MARFORNORTH
Subj: CONFERENCE REQUEST FOR APPROVAL OF (NAME OF CONFERENCE)

Ref: (a) MCO 7300.22A
(b) ForO 7300.1B
(c) Other References

Encl: (1) Proposed Attendee List
(2) Conference Agenda
(3) Other enclosures

1. Per the references, conference request details are provided as follows:

- a. Title of Conference
- b. Conference Sponsor
- c. Proceed on date (must be travel date)
- d. End date (must be travel date)
- e. Total number of days
- f. Quarter
- g. Yellow Ribbon Reintegration Program (YRRP) Yes No
- h. Food provided as part of conference Yes No
- i. Participants (totals per locations)

| | | | | |
|-------------------|------------|------------|------------|------------|
| Attendee | Location 1 | Location 2 | Location 3 | Location 4 |
| Local-No Orders | _____ | _____ | _____ | _____ |
| O&MMCR TAD Orders | _____ | _____ | _____ | _____ |

Subj: CONFERENCE REQUEST FOR APPROVAL OF (NAME OF CONFERENCE)

| | | | | |
|-------------------|-------|-------|-------|-------|
| O&MMC OCO Orders | _____ | _____ | _____ | _____ |
| ADOS Orders | _____ | _____ | _____ | _____ |
| IDT Orders | _____ | _____ | _____ | _____ |
| AT Orders | _____ | _____ | _____ | _____ |
| Spouses/Depns>12 | _____ | _____ | _____ | _____ |
| Children(2-12YRP) | _____ | _____ | _____ | _____ |
| Navy/HQMC Orders | _____ | _____ | _____ | _____ |
| Local Total | _____ | _____ | _____ | _____ |
| Number on Orders | _____ | _____ | _____ | _____ |
| Grand Total | _____ | _____ | _____ | _____ |

| j. Costs | Total 1 | Total 2 | Total 3 | Total 4 |
|-----------------|----------|----------|----------|----------|
| Travel | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Per Diem(M&IE) | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Billeting | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Rental Veh/gas | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Taxi/Shuttle | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Conf Room/Fac | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Audio Visual | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Speaker Fees | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Supplies | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Equipment | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| AO Mil P&A | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| AO Mil Per Diem | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| AO Mil Billet | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| AO Mil Travel | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| AO Civ P&A | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| AO Civ Per Diem | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| AO Civ Billet | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| AO Civ Travel | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| | | | | |
| Total Costs | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Total ADOS Pay | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Grand Total | \$ _____ | \$ _____ | \$ _____ | \$ _____ |

k. Conference Cost Comparison

Selected Government Facility Name City State

(First Choice site must be MARCORSPTFAC, New Orleans, LA or JRB, Belle Chasse, LA)

(3 sites required if a Government Facility is selected)

Subj: CONFERENCE REQUEST FOR APPROVAL OF (NAME OF CONFERENCE)

(4 sites required if a Government Facility is not selected)

Location 1 Location 2 Location 3 Location 4
 Attendees (totals will be automated from paragraph 1.i.
 above)

| | | | | |
|--------------------|-------|-------|-------|-------|
| Local-No Orders | _____ | _____ | _____ | _____ |
| O&MMCR TAD Orders | _____ | _____ | _____ | _____ |
| O&MMC OCO Orders | _____ | _____ | _____ | _____ |
| ADOS Orders | _____ | _____ | _____ | _____ |
| IDT Orders | _____ | _____ | _____ | _____ |
| AT Orders | _____ | _____ | _____ | _____ |
| | | | | |
| Spouses/Depns>12 | _____ | _____ | _____ | _____ |
| Children (2-12YRP) | _____ | _____ | _____ | _____ |
| Navy/HQMC Orders | _____ | _____ | _____ | _____ |
| | | | | |
| Local Total | _____ | _____ | _____ | _____ |
| Number on Orders | _____ | _____ | _____ | _____ |
| Grand Total | _____ | _____ | _____ | _____ |

Costs Unit Unit Price1 Days1 Pax1 Total1
 (This Cost Section will be listed for locations 1, 2, 3, 4)
 (Unit prices must be entered by the Conference Sponsor)

| | | | | | |
|-----------------|------|----------|-------|-------|----------|
| Travel | PPRT | \$ _____ | _____ | _____ | \$ _____ |
| Per Diem (M&IE) | PPPD | \$ _____ | _____ | _____ | \$ _____ |
| Billeting | PPPD | \$ _____ | _____ | _____ | \$ _____ |
| Rental Veh/gas | PVPD | \$ _____ | _____ | _____ | \$ _____ |
| Taxi/Shuttle | PPRT | \$ _____ | _____ | _____ | \$ _____ |
| Conf Room/Fac | TC | \$ _____ | _____ | _____ | \$ _____ |
| Audio Visual | TC | \$ _____ | _____ | _____ | \$ _____ |
| Speaker Fees | TC | \$ _____ | _____ | _____ | \$ _____ |
| Supplies | TC | \$ _____ | _____ | _____ | \$ _____ |
| Equipment | TC | \$ _____ | _____ | _____ | \$ _____ |
| AO Mil P&A | PPPD | \$ _____ | _____ | _____ | \$ _____ |
| AO Mil Per Diem | PPPD | \$ _____ | _____ | _____ | \$ _____ |
| AO Mil Billet | PPPD | \$ _____ | _____ | _____ | \$ _____ |
| AO Mil Travel | PPRT | \$ _____ | _____ | _____ | \$ _____ |
| AO Civ P&A | PPPD | \$ _____ | _____ | _____ | \$ _____ |
| AO Civ Per Diem | PPPD | \$ _____ | _____ | _____ | \$ _____ |
| AO Civ Billet | PPPD | \$ _____ | _____ | _____ | \$ _____ |
| AO Civ Travel | PPRT | \$ _____ | _____ | _____ | \$ _____ |

Subj: CONFERENCE REQUEST FOR APPROVAL OF (NAME OF CONFERENCE)

| | | | | |
|----------------|-------|----------|-------|----------|
| Total Costs | TC | \$ _____ | | \$ _____ |
| Total ADOS Pay | PPPDA | \$ _____ | _____ | \$ _____ |
| Grand Total | TC | \$ _____ | | \$ _____ |

Legend:

- PPRT = Per Person Round Trip
- PPPD = Per Person Per Day
- TC = Total Cost
- PVPD = Per Vehicle Per Day
- PPPDA = Per Person Per Day Avg

2. Justification and Impact Statements:

a. Purpose. Brief narrative of the conference purpose, the mission requirements, and how the conference is suited to meet mission requirements. Explain the conference end-state.

b. Alternate means of achieving the conference purpose.

(1) Can this conference be combined with any other conference? Yes No

(2) Can this objective be accomplished by any other means such as directives, telephone, site visits, computers, video- conferencing (VTC) etc? Yes No

c. Frequency. Justify conference length and why it must be held at the prescribed frequency (e.g., semi-annual, quarterly, annual).

d. Date of last conference.

e. Attendee count justification. Provide a justification detailing how the number of attendees is the minimum required to achieve conference mission.

f. Impact if disapproved. What impact will result if the conference is not approved or if the frequency is reduced?

g. Rationale for selection or non-selection of each location.

Subj: CONFERENCE REQUEST FOR APPROVAL OF (NAME OF CONFERENCE)

- (1) Location 1
- (2) Location 2
- (3) Location 3
- (4) Location 4 (Required only if a Government Facility was not selected)
- h. Rationale for non-selection of a Government Facility.
- i. Rationale for rental vehicles. Justify why rental vehicles are required and any cost savings.
- j. Factors adopted to reduce the cost or frequency.
- k. Justify not entering transportation costs.
- l. Has a security assessment been performed? Yes No
Provide threat and vulnerability assessments for the conference facility site and any specific security requirements for the conference facility.
- m. Counsel review performed? Yes No
- n. Enclosures (1) through (3) are provided as supporting documentation.
- o. Point of contact. (Name, rank, billet, phone, fax)

Signature

SAMPLE AFTER ACTION REPORT FORMART
(UNIT LETTER HEAD)

7300
Sponsor code
Date

From: _____
To: Commander, Marine Forces Reserve/Marine Forces North
Via: (1) Chain of Command, as applicable
(2) Assistant Chief of Staff, Comptroller
MARFORRES/MARFORNORTH

Subj: CONFERENCE AFTER ACTION REPORT FOR (NAME OF CONFERENCE)

Ref: (a) MCO 7300.22A Controlling Conference Costs
(b) MarForResO 7300.1B Conferences
(c) Other References

Encl: (1) Conference Attendee List
(2) Non-Reimbursable Conference Fee Ledger and Receipts
(3) Other enclosures

1. Per the references, the following is submitted:

- a. Title of Conference
- b. Conference Sponsor
- c. Proceed on date (must be travel date)
- d. Departure date (must be travel date)
- e. Total number of days

f. Cost/Expense summary (Actual Conference Attendee List of travel expenses created in MFS will be Enclosure (1))

| Cost | Estimated Attendees | Actual Attendees | Est Cost | Actual Cost |
|---------------------------|---------------------|------------------|----------|-------------|
| Local (No Cost Orders) | _____ | _____ | \$ _____ | \$ _____ |
| O&MMCR TAD (1107.) Orders | _____ | _____ | \$ _____ | \$ _____ |
| O&MMC OCO (1106.) Orders | _____ | _____ | \$ _____ | \$ _____ |
| ADOS (1108.2732) Orders | _____ | _____ | \$ _____ | \$ _____ |
| IDT (1108.2731) Orders | _____ | _____ | \$ _____ | \$ _____ |
| AT (1108.2731) Orders | _____ | _____ | \$ _____ | \$ _____ |
| Spouses/Depns over 12 yrs | _____ | _____ | \$ _____ | \$ _____ |

Subj: CONFERENCE AFTER ACTION REPORT FOR (NAME OF CONFERENCE)

| | | | | |
|--------------------------|-------|-------|----------|----------|
| Children (2-12 YRP only) | _____ | _____ | \$ _____ | \$ _____ |
| Other (Navy/HQMC) Orders | _____ | _____ | \$ _____ | \$ _____ |
| Cost of Conference Room | | | \$ _____ | \$ _____ |
| Audio Visual | | | \$ _____ | \$ _____ |
| Speaker Fees | | | \$ _____ | \$ _____ |
| Supplies | | | \$ _____ | \$ _____ |
| Equipment | | | \$ _____ | \$ _____ |
| Action Officer (Mil) | | | \$ _____ | \$ _____ |
| Action Officer (Civ) | | | \$ _____ | \$ _____ |
| <hr/> | | | | |
| TAD Costs | _____ | _____ | \$ _____ | \$ _____ |
| Non-TAD Costs | _____ | _____ | \$ _____ | \$ _____ |
| Total Conference | _____ | _____ | \$ _____ | \$ _____ |

g. Non-Reimbursable Conference fees \$ _____
 (supported by Enclosure (2))

h. Justification. Must be provided if the actual total conference cost and/or attendees exceeded the conference request projected total cost and/or attendees by ten percent.

2. Enclosures (1) through (3) are submitted, as required

3. Point of contact. (Name, rank, billet, phone, fax)

Signature Block

RECEIPT EXAMPLE
(Non-Reimbursable Conference Fee)

Receipt # _____
People Conference 1-5 Feb 2012

Date _____

Received from: _____
Non-Reimbursable conference fee of \$10.00

Received: _____
GySgt S. R. Jones
