UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
2000 OPELOUSAS AVENUE
NEW ORLEANS, LA 70146-5400

IN REPLY REFER TO:
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G-1
AUG 11 2011

FORCE POLICY LETTER 07-11

From: Commander, Marine Forces Reserve
To: Distribution List

Subj: POLICY FOR ATTENDANCE AT CONFERENCES HOSTED BY PROFESSIONAL AND CIVIC ORGANIZATIONS

Ref: (a) DOD 5500.7-R, Standards of Conduct
(b) MCO 1050.3J, Regulations for Leave, Liberty, and Administrative Absence
(c) ForO P12000.1, Civilian Personnel

Encl: (1) Request for Funded TAD in support of a Professional or Civic Organization

1. Situation. Unless an outside activity is prohibited by statute or Department of Defense (DoD) regulation or otherwise conflicts with official duties, DoD personnel may voluntarily become members of, and actively participate in professional associations, civic, religious, or scouting groups, etc. When doing so, they must act exclusively outside the scope of their official duties. Per reference (a), only Commander, Marine Forces Reserve (MARFORRES) may appoint personnel of MARFORRES to serve as official liaisons to non-Federal entities.

2. Mission. This Policy Letter reemphasizes basic policies and sets forth specific guidelines for command funded attendance at conferences or symposiums hosted by these types of organizations for personnel assigned to MARFORRES. The overall intent is to reduce the fiscal responsibility that has been incurred by MARFORRES as a result of personnel attending events in which attendance is not mandatory.

3. Execution. Chapter 5 of reference (b) stipulates that Permissive Temporary Additional Duty (PTAD) is authorized and would be considered appropriate for attendance at meetings sponsored by recognized non-federal technical, scientific, professional medical, professional dental, professional legal, professional ecclesiastical societies and organizations when the meetings bear a direct relationship to the Marine/civilian employee's professional background or primary duties and clearly enhances their value to the Marine Corps. Thus, requests to

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attend these types of events should first be considered for PTAD. If attendance at such an event is a requirement of assigned duties, billet, or position within MARFORRES, then funded Temporary Additional Duty (TAD) may be authorized to pay all or any portion of the travel expenses. Such requests will be scrutinized by supervisors and submitted to the MARFORRES or Major Subordinate Command (MSC), Chief of Staff as applicable, for approval.

a. Requests for funded TAD will be submitted by using enclosure (1) and must contain justification for attendance with a brief synopsis of the organization, the member's status within the organization and a detailed cost estimate and impact upon command if member's attendance is not approved.

b. When forwarding enclosure (1) for approval, primary considerations are: Benefits to member and to MARFORRES as a result of attendance; length of time away from work; and cost.

c. Requests for funded TAD not meeting the requirements of this Policy Letter will be disapproved. Military members being disapproved for funded TAD should receive consideration for Annual Leave or PTAD. Civilian employees being disapproved for funded TAD should receive consideration for "excused absence" as provided by paragraph 2001.9.e of reference (c). If ineligible for excused absence, the employee may request Annual Leave or Leave Without Pay (LWOP).

4. Administration and Logistics

a. Approved requests for funded TAD will be scanned and loaded into Defense Travel System (DTS) as substantiating documentation. Approving Officials reviewing authorizations in DTS must ensure that this approval is resident in DTS prior to approving the period of TAD.

b. This policy letter will be reviewed annually to determine applicability. The point of contact for this policy letter is the MARFORRES Comptroller Office.

5. Command and Signal. This policy letter is applicable to all MARFORRES units and is effective upon the date it is signed.

R. E. BRAITHWAITE
Executive Director

Directives issued by this Headquarters are published and distributed electronically. Electronic versions of MARFORRES directives can be found at:
http://www.marines.mil/unit/marforres/MFRHQ/G1/Adjutant/ForceOrders/default.aspx

Request for Funded TAD in support of a Professional or Civic Organization

NAME (LAST, FIRST, MI)	RANK/MOS or GS/NAF & POSITION	SECTION/MSC

Name of Professional or Civic Organization :

_____

Describe the organization and how it contributes to OSD, DON, Marine Corps or MFR mission:

_____

Status or Position within the Organization:

_____

Purpose of the requested period of TAD:

_____

Is attendance a requirement of assigned duties, billet, or position? YES or NO (circle one)

Impact upon Command if Funded TAD is not approved:

_____

INCLUSIVE DATES OF ORDERS:	MODE OF TRAVEL
_____ TO _____ (____ Total Days)	GTR ( ) POC ( ) GOVT TRANS ( )

DETAILED COST ESTIMATE:

( ) TRAVEL COST $ _____
( ) TOTAL M&IE $ _____
( ) LODGING COST $ _____
( ) RENTAL VEHICLE $ _____
( ) TOTAL REIMBURSABLE EXPENSES $ _____
(Total of Below expenses)

Lodging Tax $ _____
Rental Vehicle Fuel $ _____
Terminal Parking $ _____
Excess Baggage $ _____
Conference Fees $ _____
_____ $ _____
_____ $ _____
_____ $ _____
_____ $ _____

TOTAL ESTIMATED COST: $ _____
(Total of ALL expenses above)

CHIEF OF STAFF: APPROVED _____ DISAPPROVED _____ DATE _____

COMMENTS : _____