Attendance at Non-DoD Hosted Conferences:

Under current policy, attendance at a conference hosted by a non-DoD entity, even attendance by only one person, requires approval. The exceptions to this policy are conferences that have been exempted by BUMED Secretariat in accordance with the "Exemptions". Each DoD component is responsible for obtaining approval for their personnel.

Once the approval letter has been issued for a conference by DONAA or SECNAV, it is then up to the approved member to seek approval through their command. Attendance will be determined by the member's command based on the level of funding available at the time of the conference.

Approval of event attendance does not convey additional funding or exempt an event from travel budget reductions and need for consideration of judicious expenditure of travel funds.

Cost	Approval Level	Submission Timeline
Below $95K	**Department of Navy, Assistant for Administration (DON/AA)**	**90 Days Prior to Start of Event**
Above $95K	**Secretary/Under Secretary of the Navy (SECNAV/UNSECNAV)**	**180 Days Prior to Start of Event**

ALL conference packages requiring **DONAA approval (BELOW $95K)** must be **RECEIVED by BUMED Secretariat** at **90 DAYS** from the start date of the event!! Any requests received less than 90 days from the start of the event will be denied. **Packages transmitted through means other than the BUMED Conference Approval mailbox will not be processed!**

ALL conference packages requiring **SECNAV approval (ABOVE $95K)** must be **RECEIVED by BUMED Secretariat** at **180 DAYS** from the start date of the event!! Any requests received less than 180 days from the start of the event will be denied. **Packages transmitted through means other than the BUMED Conference Approval mailbox will not be processed!**

All Conferences

For conferences providing Continuing Medical Education (CME), submit the package to the specialty leader. Specialty Leader will forward the package to BUMED Secretariat (**BUMED_ConferenceApproval@med.navy.mil**) prior to the submission timeline cut off date.

Complete package MUST include:

- Conference Attendance Roster (Populated by Quota Control Manager or Specialty Leader)
- Request for Attendance at Non-DoD Hosted Conference (Editable Word file)
- Conference Attendee Data Spreadsheet (Populated by Quota Control Manager or Specialty Leader)
- Conference Brief Sheet (Excel Cost Estimate) – Editable Excel File
- Conference Agenda & Brochure (To include dates of the event, fees, schedule of events, CMEs available)