

<http://www.med.navy.mil/Pages/Conference-Template-Changes.aspx>

**DNS Directed Changes to Conference Request Templates  
(30 October 2013)**

DNS has established a new template for all Navy commands for requesting both DoD hosted and non-DoD hosted conferences. All requestors **MUST** use these templates, or DNS will return the request without review. Please note that these changes impact **both** types of events: DoD hosted or sponsored ("DoD Hosted") and events that DoD attends ("non-DoD Hosted").

For future event planning and requests, please note the following:

1. No more multiple action memos! Complete request packages will include the appropriate request memo (DoD Hosted or non-DoD Hosted). A single action memo will still be used to route the request from the requestor's flag officer/SES to Chief, BUMED. The request must be signed by the flag officer/SES.
2. Please note, where indicated in the Navy memo templates (both DoD Hosted and non-DoD Hosted events), some responses must be typed **exactly as written! No exceptions!**
3. Requested events must be deemed "mission essential" by senior command leadership.
4. All request memos will affirmatively state that either there are no co-sponsorships related to the event OR appropriately disclose all co-sponsors (to include attaching co-sponsorship Memorandum of Agreement).
5. All requested events must implement all possible cost reductions.
6. Requestors must provide a point of contact for the request (e.g., Specialty Leader or Department Head).
7. Both DoD-Hosted and non-DoD Hosted Events must include an agenda and a SIGNED cost estimate. **Typing in the name of the department head/specialty leader/supervisor in place of the signature is no longer acceptable.**
8. Cost Estimate Significant Changes (non-DoD Hosted)
  - a. Box 2: The conference title **MUST match** the title you use in your request memo.
  - b. Box 4: Enter start and stop dates using mm/dd/yyyy format. **Do NOT include travel dates**
  - c. **Box 5: Succinct description of the conference. Very important to include a BRIEF but impactful statement.**
  - d. **Box 8: Succinct description of value to Navy, as well as any statutes, regulations or requirements that the conference satisfies. Be sure to include number of CME/CEU hours.**
  - e. Box 9: Now **INCLUDES** the travel dates to determine duration, but travel days do not count toward the Navy cost per person and cost per person, per day thresholds. (These are calculated for you using inputs in box 4 (dates), box 11 (attendees), and total cost.
  - f. Box 10: Enter both Host Name AND Acronym
  - g. Box 11: Enter number of attendees only in left box; further explanation in right box.
  - h. Box 12: Include Lodging Location and Lodging Rate **as well as the per diem rate for the conference area. Please note, sharing rooms may not be used to reduce the cost of lodging.**
  - i. Box 17: Airfare should be estimated using GSA City Pairs to maximum extent possible—not "guesstimated". Be sure to include baggage fees for one bag on the calculator if applicable.
  - j. Box 17: Meals & Incidental Expenses now two separate lines.
  - k. Certification statement added below Box 17 & Mandatory signature required.
9. Please refer to a sample Non-DoD Hosted Event request as well as a blank request showing what boxes require input (highlighted in yellow).
10. For DoD-Hosted events, BUMED is required to complete the briefing sheet with itemized costs AND the CAPE tool output (explained in sample action memo for DoD-Hosted events).

Complete Package MUST Include:

<b>Required Documents for Submission (Use Sample Request Memo to Determine Enclosure Order)</b>	
DoD Hosted Conference	<ul style="list-style-type: none"> <li>• Conference Brief Sheet (Excel Cost Estimate) – Editable Excel File</li> <li>• Conference Brief Sheet (Excel Cost Estimate) – <b>SIGNED PDF</b></li> <li>• Conference Agenda</li> <li>• Memorandum of Agreement for Event Co-Sponsorship (If Applicable)</li> <li>• Cost Assessment &amp; Program Evaluation (CAPE) Tool Output</li> <li>• Request to HOST a Conference (Signed by Flag Officer/SES. Editable Word file AND scanned PDF with signature).</li> </ul>
Non-DoD Hosted Conference	<ul style="list-style-type: none"> <li>• Conference Brief Sheet (Excel Cost Estimate) – Editable Excel File</li> <li>• Conference Brief Sheet (Excel Cost Estimate) – <b>SIGNED PDF</b></li> <li>• Request for Attendance at Non-DoD Hosted Conference (Scanned PDF file with signature Signed by Flag Officer/SES)</li> <li>• Request for Attendance at Non-DoD Hosted Conference (Editable Word File)</li> <li>• Conference Agenda (to include Fess, Schedule of Events, CMEs available and Dates of the Event)</li> <li>• Conference Attendance Roster (Populated by Quota Control Manager or Specialty Leader)</li> <li>• Conference Attendee Data Spreadsheet (Populated by Quota Control Manager or Specialty Leader)</li> </ul>