



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
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NAVFACINST 5050.12J
FAC AHS
20 February 2003

NAVFACINST 5050.12J

From: Commander, Naval Facilities Engineering Command

Subj: POLICY AND PROCEDURES CONCERNING SPONSORING CONFERENCES
INVOLVING EXPENDITURE OF NAVY TEMPORARY DUTY FUNDS

Ref: (a) OPNAVINST 5050.24F

1. Purpose. To update the policy and procedures for sponsoring conferences involving expenditure of temporary duty funds, in accordance with reference (a).
2. Cancellation. NAVFACINST 5050.12H.
3. Definition. The term "Conference" as used in this instruction includes all conferences, meetings, seminars, workshops and similar gatherings scheduled on a regular, periodic or one-time basis which require the expenditure of temporary duty funds for travel and per diem.
4. Approval Authority.
 - a. For conferences with an estimated total cost of less than \$5000 (including travel, per diem, and conference costs) approval authority is delegated to the Commanding Officer, Officer in Charge of Construction or Director of the Field Activity hosting/planning the conference. Conferences hosted by NAVFAC Headquarters are to be approved by the Deputy Commander, Assistant Commander or Director hosting/planning the conference.
 - b. For conferences with an estimated total cost of over \$5000 (including travel, per diem and conference cost) the approval authority will be either at the Flag Officer, Senior Executive Service, or NAVFAC Headquarters level.
5. Control. Approving officials should maintain records of conference approvals for conferences estimated to exceed \$5000.
6. Action. All addressees shall familiarize themselves and comply with the guidelines of this instruction and reference (a).


R. L. PHILLIPS
Vice Commander

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