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DEPARTMENT OF THE NAVY
MILITARY SEA TRANSPORTATION SERVICE
WASHINGTON, D.C., 20390

COMSTS 4651.1E
M-24
24 Feb 1966

COMSTS INSTRUCTION 4651.1E

From: Commander Military Sea Transportation Service
To: Distribution List

Subj: Attendance at non-Federal professional meetings (conferences)

Ref: (a) NCPI 410.7
(b) SECNAVINST 4651.8 (effective edition)

1. Purpose. This Instruction states COMSTS policy for attendance of MSTs personnel at non-Federal professional meetings.
2. Cancellation. This supersedes COMSTS INSTRUCTION 4651.1D.
3. Background. By reference (a), SECNAV delegated to COMSTS and Deputy COMSTS authority to approve expenses for attendance of MSTs civilian personnel at non-Federal meetings; redelegation of approval authority to MSTs area commanders is authorized. Reference (b) delegates similar approval authority for military personnel to COMSTS, Deputy COMSTS, and MSTs area commanders.
4. Policy. It is COMSTS policy to encourage attendance and participation of MSTs personnel at meetings of recognized technical, professional, scientific, educational, and managerial organizations and societies. Personnel should be afforded the opportunity to attend such meetings as a means of professional development and to represent MSTs. Payment of MSTs funds is authorized for meetings which are directly related to official duties or MSTs operations. When conferences are not directly related to official duties but will benefit the individual and indirectly benefit MSTs, attendance at personal expense in duty status without charge to annual leave may be granted.
5. Approval Authority.
 - a. For Civilian Personnel. MSTs area commanders are delegated authority to approve attendance of MSTs civilian employees at non-Federal meetings under the provisions of reference (a).
 - b. For Military Personnel. Reference (b) delegates to MSTs area commanders authority to approve attendance of MSTs military personnel at non-Federal meetings and contains the criteria for approval. *

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6. Approval Procedure. Requests will meet the criteria of references (a) or (b). They will be submitted to the appropriate approving authority on "Request and Approval for Attendance at Meetings" NAVEXOS 12000/2 in accordance with reference (a) for civilian personnel and with the similar provisions of reference (b) for military personnel. Military and civilian personnel attending the same meeting will be listed on one form. A copy of each approval form will be forwarded to COMSTS for review and reporting purposes.

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Deputy

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