REQUEST AND APPROVAL FOR ATTENDANCE AT MEETINGS

(See Instructions on reverse side)

1. ACTIVITY AND ADDRESS	2. REFERENCE
	3. DATE

Authorization is requested for attendance at a meeting by proposed personnel. The criteria for attendance at and participation in meetings as set forth in CPI 410.8 for civilian personnel and SecNavInst 4651.8K for military personnel have been met.

PART I - MEETING INFORMATION

4. OFFICIAL TITLE AND OBJECTIVE OF MEETING *(Attach announcement) (Continue on back if necessary)*	7. SUBJECT MATTER CATEGORIES, CPI 410 ☐ MANAGEMENT OR SUPERVISION ☐ WITHIN SPECIALIZATION
5. NAME AND NATURE OF SPONSORING ORGANIZATION	☐ OTHER *(Specify)*
6. LOCATION OF MEETING *(City and State)*	8. INCLUSIVE DATES OF MEETING: FROM: TO:

9. SERIES/GRADE SERVICE/RATING (RANK)	10. NAME AND PAYROLL TITLE *(If military, give organizational title) (Use reverse for additional names)*	11. ESTIMATED COST OF THE NAVY
		a. TOTAL ESTIMATED COST $ ____ b. ESTIMATE PER PERSON *(In accordance with JTR Vol I)* ____ REGISTRATION..... ____ TRAVEL..... ____ PER DIEM..... ____ OTHER..... ____ **TOTAL PER PERSON $** ____

12. STATEMENT OF BENEFIT TO THE DEPARTMENT OF THE NAVY FOR ATTENDANCE AT OR PARTICIPATION IN THIS MEETING. IF PARTICIPATING GIVE NATURE AND EXTENT OF PARTICIPATION

13. SIGNATURE AND TITLE OF SUPERVISING AND REVIEWING OFFICIALS *(See Instructions on reverse side)*	DATE
a.	
b.	
c.	

PART II - AUTHORIZATION TO ACCEPT PAYMENT *(To be completed if applicable - Civilians only)*

Authorization to accept payment from a Non-Government source in connection with this meeting is requested. The criteria as set forth in CPI 410.7 have been met.

14. NAME, PAYROLL TITLE, GRADE OR RATING OF CIVILIAN EMPLOYEE(S)

15. NAME AND LOCATION OF ORGANIZATION MAKING PAYMENT

16. AMOUNT AND NATURE OF PAYMENT	17. PURPOSE FOR WHICH PAYMENT IS TO BE USED

PART III - ACTION BY APPROVING AUTHORITY

(Any change made in PART I should be explained under COMMENTS)

18. AUTHORIZATION IS HEREBY GRANTED FOR ☐ ATTENDANCE AT MEETING ☐ ACCEPTANCE OF PAYMENT

19. COMMENTS

20. SIGNATURE OF AUTHORIZING OFFICIAL *(As designated in CPI 410.8 and SECNAVINST 4651.8K)*	DATE

PART I - MEETING INFORMATION

ITEM 4. OFFICIAL TITLE AND OBJECTIVE OF MEETING *(Continued from reverse side)*

ITEMS 9 and 10. - SERIES/GRADE, SERVICE/RATING (RANK) AND NAME AND PAYROLL TITLE *(Continued from reverse side)*

9. SERIES/GRADE SERVICE/RATING (RANK)	10. NAME AND PAYROLL TITLE *(If military, give organizational title)*

INSTRUCTIONS

1. The following instructions pertain to signatures required:
   a. Part I - Item 13:
      Line a - For the signature of the supervising official initiating action
      Line b - For the signature of the reviewing official when the commanding officer or head of the activity has been authorized to approve requests for attendance at meetings; or
      Line c - For the signature of the commanding officer or head of the activity when the request is forwarded to the management bureau or office.

2. Part II - Item 14 - names of employee(s) will be entered here regardless of possible duplication of Item 10. There may be instances when not all employees listed in Item 10 will be requesting authorization to accept payment.

3. Part III - Item 20 - For the signature of the authorizing official, department or field, to whom authority has been delegated to approve attendance at meetings or to authorize acceptance of payments.

4. When military and civilian personnel are included on the same form, a record copy will be forwarded as required for military personnel and for civilian personnel.