



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 7000.11C
N13
4 December 2001

COMSC INSTRUCTION 7000.11C

Subj: PAYMENT OF MILITARY SEALIFT COMMAND MEMBERSHIP DUES
AND FEES TO PROFESSIONAL ORGANIZATIONS

Ref: (a) DOD 5500.7-R (Joint Ethics Regulation)

Encl: (1) Request and Approval for Attendance at Meetings (OPNAV 5050/11 (JUN
83)

1. Purpose. To state Commander, Military Sealift Command (COMSC) policy and procedures regarding payment of dues and fees to professional organizations. This is a complete revision and should be read in its entirety.
2. Cancellation. COMSCINST 7000.11B.
3. Information. Section 3-201(b) of reference (a) allows payment of dues or fees for agency membership in a professional organization. The membership must be of primary benefit to the agency; and the agency must determine that such membership is necessary to carry out its mission. Membership fees for social or public relations purposes are not authorized.
4. Policy
 - a. Approval for command membership in professional organizations must be obtained from COMSC prior to application. Background information on the particular organization must be attached with its letterhead or membership application, which will delineate the purpose of the organization, its goal and its non-discriminatory practices. A draft of the appropriate determination for signature should accompany the approval request. Upon approval, payment may be made in accordance with reference (a).

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b. Membership must be registered in the name of the activity (i.e., COMSC, Area Commands, etc.) and identified to an organizational position or title. Individual employee names may not be identified when the department purchases/pays for a professional organization membership. Individual membership dues or fees will not be paid by COMSC and are not authorized.

5. Action

a. Program Managers, Functional Directors and Special Assistants at MSC Headquarters (MSCHQ) and Area Commanders will submit requests for command membership in professional organizations to COMSC (N00) via the Maritime Forces Manpower and Management Director (N1).

b. COMSC N1 will maintain a listing of COMSC memberships in professional organizations to ensure proper control of memberships. MSCHQ and/or Area Commands may hold separate organizational memberships in the same organization provided the appropriate determination is made.

c. Approved requests for membership will be processed through normal procurement channels.

d. Requests for attendance at meetings and conferences of a professional organization in which the command holds membership for training purposes must utilize the DD Form 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement). OPNAV 5050/11 (JUN 83) should be utilized to request and authorize attendance at any other meetings and conferences that do not have training of participants as their primary objective. A copy of OPNAV 5050/11 (JUN 83) is provided as enclosure (1).

6. Forms. An electronic version of OPNAV 5050/11 (JUN 83) is available on the MSC Intranet at intranet.msc.navy.mil and click on Publications. Other addressees may obtain the electronic version by forwarding a request to cheryl.miller@msc.navy.mil or nancy.barr@msc.navy.mil.

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D. L. BREWER III

Distribution:

COMSCINST 5215.5

List I (Case A, B and C)

SNDL 41B (MSC Area Commanders)

REQUEST AND APPROVAL FOR ATTENDANCE AT MEETINGS		<i>(See Instructions on reverse side)</i>	
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 <i>(Attach announcement)(Continue on back if necessary)</i>		7. SUBJECT MATTER CATEGORIES CPI 410	
		MANAGEMENT OR SUPERVISION	
		WITHIN SPECIALIZATION	
5. NAME AND NATURE OF SPONSORING ORGANIZATION		OTHER <i>(Specify)</i>	
6. LOCATION OF MEETING <i>(City and State)</i>		8. INCLUSIVE DATES OF MEETING: FROM: TO:	
9. SERIES/GRADE SERVICE/RATING (RANK)	10. NAME AND PAYROLL TITLE <i>(If military, give organizational title)(Use reverse for additional names)</i>	11. ESTIMATED COST TO THE NAVY	
		a. TOTAL ESTIMATED COST \$ _____ b. ESTIMATE PER PERSON <i>(In accordance with JTR 1)</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. STATEMENT AND TITLE OF SUPERVISING AND REVIEWING OFFICIALS <i>(See instructions on reverse side)</i>		DATE	
a.			
b.			
c.			
PART II - AUTHORIZATION TO ACCEPT PAYMENT <i>(To be completed if applicable - Civilians only)</i>			
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 CIVILIANS EMPLOYEES			
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			
<i>(Any change made in PART I should be explained under COMMENTS)</i>			
18. AUTHORIZATION IS HEREBY GRANTED FOR <input type="checkbox"/> ATTENDANCE AT MEETING <input type="checkbox"/> ACCEPTANCE OF PAYMENT			
19. COMMENTS			
20. SIGNATURE OF AUTHORIZING OFFICIAL <i>(As designated in CPI 410.8 and SECNAVINST 4651.8K)</i>			DATE

PART 1 - 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 1 - 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.