

USE OF ORF or O&M,N IN CONJUNCTION WITH CONFERENCES/SEMINARS/MEETINGS

ORF

CONFERENCES/MEETINGS/
ETC.

Are the attendees DoD personnel and:

- Foreign military/civilians
- Prominent/distinguished U.S.citizens
- State Government Officials
- Local Government Officials

ORF may be used for official hosted function if:
At least 20% non-DoD (less than 30 persons)
At least 50% non-DoD (more than 30 persons)

If hosting multiple functions with the same group, only one function can use ORF for both DoD and non-DoD attendees; any other hosted functions, ORF can only be used for non-DoD attendees. See SECNAVINST 7042.7J, ¶6d(9).

DoD personnel on TDY/TAD attending conference/meeting must reimburse ORF for meals. See SECNAVINST 7042.7J ¶6b(2).

O&M,N

CONFERENCES/MEETINGS/
ETC.

Are the attendees:

- DoD personnel
- Federal employees

Is this a conference, meeting, retreat, seminar, symposium, where attendees are on government funded travel?

See COMPGEN ruling B291063 dtd 01Dec 99 re: food at work conferences. Also see FMB-56 Memorandum of 31May 2000; a conference fee may also be appropriate.

TRAINING

If it is a training event as defined in CFR 410.404, O&MN may be used for "light refreshments" (**NO ALCOHOL**). Also see FMB-56 Memorandum of 31May 2000; a conference fee may also be appropriate.

CFR 410.404

- Sec. 410.404 Determining if a conference is a **training** activity. Agencies may sponsor an employee's attendance at a conference as a developmental assignment under section 4110 of title 5, United States Code, when—
 - (a) The announced purpose of the conference is educational or instructional;
 - (b) More than half of the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of **training** in section 4101 of title 5, United States Code;
 - (c) The content of the conference is germane to improving individual and/or organizational performance, and
 - (d) Development benefits will be derived through the employee's attendance.