



COMMAND SPONSORSHIP and PERMISSIVE TDY/TAD (AS OF 18 JANUARY 2017)

COMMAND SPONSORSHIP

If your service applies for and receives approval and funding to sponsor personnel to attend the events, they may offer a limited number of pre-paid seats to their personnel to attend the OWLS and possibly the Career Workshop. Since these seats often become available only a short time before the event itself, you can greatly improve your chances of receiving one by immediately contacting a representative in your service-appropriate Diversity Office and asking to be added to a waiting list for these seats.

Your representative will be able to provide you with the most current information regarding your service's participation in these events. Their contact information follows below:

| SERVICE | REP NAME / TITLE | EMAIL | TELEPHONE |
|---------|---|--|--|
| USMC | Mr. Marc J. Sheppard, Ed.S., MBA Administrative Officer Headquarters Marine Corps Manpower and Reserve Affairs, MP Division Equal Opportunity and Diversity Management Branch (MPE) | marc.sheppard@usmc.mil | (703) 784-9371/72/73 DSN 278-9371/72/73 |
| USN | LT Dan Frisch Talent Management Coordinator | Dan.Frisch@Navy.mil | (901) 874-3996 |
| USCG | GMC Sara Pritchett Enlisted Policy Advisor Office of Diversity & Inclusion (CG-12B) US Coast Guard Headquarters | HQS-SMB-OWLS@uscg.mil | (202) 475-5152 |

GUIDANCE ON PERMISSIVE TDY OR TAD

USMC

The Marine Corps publishes a MARADMIN calling for participation for the Officer Women Leadership Symposium (OWLS). Attendance is restricted to local Marines in the National Capital Region only.

USN

GENERAL: To justify using command funds to support all or some of your travel it will be helpful to refer to the Navy Diversity Calendar. The Navy Diversity Calendar is a list of events supported by the Navy and to which commanders are encouraged to support participation. The Officer Women's Leadership Symposium is listed on the calendar. In addition, the below publications govern TAD and Permissive TAD.

- DOD Publication 5500.7-R (06AUG1998), Joint Ethics Regulation regarding official participation in non-federal entities.
- DOD Directive 4500.56 (14APR2009), Policy on the use of government aircraft and air travel.
- BUPERSINST 1001.39F (17SEP2007), Air travel

USAF

PERMISSIVE TDY: Consult: AFI 36-3003, Military Leave Program for the PTDY — Participants should cite Table 7, Rule 14 when filling out the leave form (AF Form 988) and click on PTDY. States that a member may go on PTDY “to attend meetings or seminars sponsored by non-Federal technical, scientific, professional (e.g., medical, legal, ecclesiastical, IT, and mechanical) societies and organizations. The meeting or seminar must have a direct relationship to the member’s primary military duties and clearly enhance his or her value to the Air Force.”

REGULAR/COST TDY: Your command prepares a regular set of orders using the line of accounting from their O&M funds, with the justification being professional development.

USCG

If approved, the Coast Guard releases an ALCOAST about the AcademyWomen Symposium. It includes a paragraph encouraging commands to fund members to attend, or to authorize permissive orders. Permissive orders are authorized as per the Coast Guard’s Personnel Manual, CH 7-A-10.