



UNITED STATES MARINE CORPS
MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 221346001

MCCDCO 5721.1B
B 184
15 Jul 37

MARINE CORPS COMBAT DEVELOPMENT COMMAND ORDER 5721.1B.

From: Commanding General
To: Distribution List

Subj: GUEST SPEAKERS PROGRAM

Ref: (a) Deputy Secretary of Defense Memo of 5 Jan 95
(b) MCBO 5050.1
(c) MCBO 7042.1
(d) MCBO 7042.2
(e) DOD 7000.14-R, Volume 6, Chapter 10
(f) MCBO 1320.2
(g) JTR Vol II
(h) MCBO 7220.1

Encl: (1) Duties and Responsibilities - Guest Speakers Program
(2) Guest Speakers Correspondence
(3) Sample Format for Requesting Official Representation Funds (ORF)
(4) MCB Form 7240/2 (EF), Escort Officer Checklist
(5) NAVCOMPT Form 2277 (EF), Voucher for Disbursement and/or Collection (Sample)
(6) MCB Form 7240/1 (EF), Honorarium Payment Form
(7) Invitational Travel Order Entitlements
(8) Marine Corps Combat Development Command Nonattribution Policy

1. Purpose. To publish instructions for the administration of the Guest Speakers Program within MCCDC. The procedures herein apply strictly to guest speakers' honorariums. This instruction does not address or authorize federal civil service appointments or the award of personal or nonpersonal service contracts to experts, consultants, or teachers. Coordination is required with the Civilian Human Resources Office - Quantico for civil service appointments and with Purchasing and Contracting Branch, Logistics Division, for contract actions.

2. Cancellation. MCCDCO 5721.1A.

3. Summary of Revision. This Order has been reformatted and contains major administrative changes. The majority of the changes are as follows:

a. The Deputy Secretary of Defense has authorized an increase in honorarium payments from \$250 to \$500.

b. Preparation and processing of correspondence for guest speakers has been modified.

c. The Defense Accounting Office has moved from Quantico; consequently, procedures and timeliness for processing honorarium payments has been substantially altered.

d. There are new entitlements for invitational travel.

4. Information

a. The Guest Speakers Program refers to the entire effort associated with bringing outside speakers, lecturers, or panelists to MCCDC for the following purposes:

(1) Delivery of lectures to enhance the professional development of Marines.

(2) Delivery of lectures to supplement instruction.

(3) Presentation of graduation addresses.

(4) Participation of guests in similar or related events.

b. This Order provides Command activities with guidance pertaining to the program and assigns responsibility for its administration to activities requesting guest speakers.

c. Responsibilities include, but are not limited to:

(1) Determining guests to be invited.

(2) Initiating invitational correspondence.

(3) Preparing the payment and reporting income documentation.

(4) Transportation.

(5) Training aids assistance.

(6) Learning objectives (if any).

(7) Escort duties.

(8) Command liaison and followup.

5. Honorarium and Travel Expenses

a. The term "HONORARIUM" means a payment of money or anything of value for an appearance, speech, or article by a civilian or retired military member, excluding any travel expenses incurred. Per reference (a), the Deputy Secretary of Defense has set the monetary limit for an honorarium at \$500 for guest speakers, lecturers, and

panelists for any one event. All honorarium payments for speakers requested by MCCDC activities must be approved by the CG MCCDC. Honorarium payment approval must be received prior to the sponsoring activity extending a written invitation to the requested speaker. Request for payment must be submitted in writing at least 12 working days in advance of the scheduled event. Prior to requesting approval of a honorarium the sponsoring activity should confirm the availability of the speaker for the event, The requesting activity is responsible for determining the circumstances surrounding a two-day speaking engagement. Two-day speaking engagements may be arranged if the speaker will lecture on two consecutive days on different topics. In those cases, a \$500 honorarium may be paid for each day.

b. The term "TRAVEL EXPENSE" includes the cost of transportation, lodging, and meals while away from the guest speaker's residence or principal place of employment. All commercial air transportation will be procured using a Government Transportation Request (GTR). Transportation may be provided for a family member, but only if that person's attendance provides benefit to MCCDC.

6. Guest Speaker Classification. Guest speakers are classified as follows:

a. Category I. Retired flag or general officers and prominent civilians (reference (b) applies).

b. Category II. All others.

7. Responsibilities of Activities Requesting Guest Speakers.

Enclosure (1) sets forth the duties and responsibilities regarding the Guest Speakers Program.

a. Guest Speaker Correspondence. Activities requesting guest speakers will prepare all associated correspondence as set forth in enclosure (2). Separate letters of invitation should be addressed in situations where a guest speaker is requested to speak on two entirely different topics on two different days.

b. Luncheons for Guest Speakers. Luncheons will be hosted for Category I guest speakers as designated by the CG MCCDC. Category II guest speakers, when authorized, will be hosted by the sponsoring activity. References (c) and (d) contain guidance pertaining to the use of Official Representation Funds (ORF) and Official Entertainment Funds (OEF) for guest speakers' luncheons. Luncheons may not be funded from the sponsoring activity's operating budget. When in doubt whether the occasion is appropriate for use of either the ORF or OEF, the sponsoring activity will seek approval from the CG MCCDC or from the General Officer whose funds will be paying for the luncheon prior to confirming luncheon arrangements. The activity hosting the luncheons will submit requests, in triplicate, for ORF's or OEF's (enclosure (3)) to the sponsoring officers a minimum of 4 working days prior to the luncheon.

c. Escort Officers. An escort officer will be assigned for all guest speakers by the requesting activity. The escort officer can be an officer or SNCO as appropriate. An escort officer is not required for personnel from MCCDC who will provide the lecture, speech, or appearance. The escort officer will review the objectives of the presentation with the guest speaker and command staff by telephone or in person. Escort officer's responsibilities are contained in enclosures (1) and (4).

d. Guest Speakers Payment

(1) General. Funding for honorariums and travel expenses will be provided from the sponsoring fund administrator's operating budget.

(2) Honorarium Regulation. An honorarium, within the limits stated herein, plus travel expenses, are authorized for guest speakers not employed by the U.S. Government. Only the CG MCCDC can approve payment of honorariums for guest speakers at this Command. Honorarium fees may be paid ranging from \$1-\$500. Reference (e) requires that Defense Finance and Accounting Service-Kansas City (DFAS-KC) be provided with the guest speaker's Tax Identification Number (TIN) or SSN. If the guest speaker cannot provide a TIN, SSN or a Form W-9, Request For Taxpayer Identification Certification, the escort officer will inform the guest speaker that a backup withholding tax of 20 percent will be deducted from the honorarium. When Invitational Travel Orders (ITO) are issued, payment of honorarium fees will be addressed in the ITO and the ITO request. The responsible fund administrator will prepare a NAVCOMPT Form 2277 (EF), Voucher for Disbursement and/or Collection (enclosure (5)), with the approved request as supporting documentation. MCB Form 7240/1 (EF), Honorarium Payment Form (enclosure (6)), will be placed in front of the NAVCOMPT Form 2277 (EF) and supporting documents to alert DFAS-KC that this is an honorarium payment and must be processed immediately. The MCB Form 7240/1 (EF), completed NAVCOMPT Form 2277 (EF), and supporting documentation will be forwarded to DFAS-KC through the Federal Express drop-off points at Purchasing and Contracting Branch, Logistics Division, at least 5 working days in advance of the requested payment date. Failure to use the MCB Form 7240/1 (EF) to alert DFAS-KC could result in delay of payment of the honorarium. The check will be delivered to the Finance Branch, Comptroller Division by Federal Express. The Finance Branch will then notify the point of contact cited on the MCB Form 7240/1 (EF) when the check is ready for pickup.

(3) Invitational Travel Order. ITO's must be first reviewed by Office of Counsel, then forwarded for approval to CG MCCDC (C 06). Only the CG MCCDC has the authority to issue an ITO. ITO's to fund travel will be prepared per reference (f). Reference (g) contains a sample format for an ITO. The escort officer will explain all provided entitlements, per enclosure (7), to the guest speaker. The escort officer will ensure that the guest speaker's travel advance (hotel, BOQ, transportation, etc.) approximates the actual cost as

closely as possible. The escort officer will ensure that a DD Form 1351-2 (EF), Travel Voucher or Subvoucher, is completed, signed, and returned by the guest speaker upon completion of travel. The DD Form 1351-2 (EF) will be supported with the original ITO and other required documentation for settlement of the travel claim as authorized in reference (f). If travel is within and adjacent to MCB, Quantico, a Standard Form (SF) 1164 (EF), Claim for Reimbursement for Expenditures on Official Business, will be used, as set forth in reference (h). The escort officer will assist in the submission of the DD Form 1351-2 (EF) or SF 1164 (EF). If the guest speaker's ITO claim reflects an overpayment, the Travel Section, Finance Branch, will adjudicate the claim and notify the guest speaker in writing of the amount due. If the speaker fails to settle the claim within 15 working days, the Comptroller Division will forward the claim to the CG MCB, Quantico for further action.

(4) Government/Military Personnel. Only travel reimbursement may be authorized for government employees and military personnel. Government employees and military personnel may directly cite the sponsoring activity's Accounting Classification Code on a DD Form 1610 (EF), Request and Authorization for TDY Travel of DoD Personnel, or other appropriate travel form. Settlement will be accomplished by using DD Form 1351-2 (EF) or SF 1164 (EF) if travel was within and adjacent to MCB, Quantico.

e. Issuance of Form 1099-MISC to Guest Speakers. Reference (e) requires that when payments totaling \$600 or more are made to a non-Government employed individual during the tax year (calendar year), a Form 1099-MISC must be issued by the paying organization. The \$600 applies only to honorarium payments; travel expenses are not included in the amount. DFAS-KC will keep the necessary records to issue a Form 1099-MISC if a guest speaker accumulates \$600 or more in a tax year (calendar year).

a. Presentation Procedures

a. Guest speaker presentations (lecture, speech, or appearance) are generally scheduled for a 50-minute presentation, a 10-minute break, and a 30-minute question-and-answer period.

b. A guest speaker will be appropriately introduced to the audience and, upon conclusion of the presentation, thanked publicly. When appropriate, the audience will rise when the guest speaker and official party enter or depart the place of presentation. The audience will remain standing until the guest has taken the designated position or departed the place of presentation. When spouses are present, they need not stand.

c. When requested by the guest speaker, questions will be monitored by an assigned officer/SNCO. The monitor will recognize questions from the floor. The person asking the question will rise, state rank and name, and then present the question briefly and clearly. Microphones will be provided for questions when necessary.

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d. Procedures for graduation addresses will be as set forth by the sponsoring activity's letter of instruction (LOI).

e. Procedures for speakers who are guests of honor at mess nights or parade reviewing officials will be per the sponsoring activity's LOI.

9. Nonattribution. The MCCDC policy of nonattribution assures guest speakers that nothing said will be attributed to them either directly or indirectly. It must be clearly understood that all material and views presented are the property of the speaker and may be divulged only at the speaker's discretion. Accordingly, there will be no recording of the guest speaker's presentation unless specifically requested by the speaker or agreed to by the speaker for analytic purposes. In the event that the speaker requests a tape of the presentation, the tape will be given to the speaker prior to departure from MCCDC. Enclosure (8) provides additional guidance pertaining to the MCCDC policy of nonattribution.

10. Classified Matter. Speakers will designate when material is classified. Instructional material and notes will be handled consistent with existing security regulations.

11. Clearance to Attend Classified Presentations. Requests by U.S. military personnel, other than sponsoring activity staff or students, will be submitted to the sponsoring activity at least 3 working days before the scheduled presentation. The sponsoring activity will inform requesting military personnel of approval or disapproval to attend the scheduled presentation.

12. Joint Guest Speaker Presentation. Hosting responsibilities for joint guest speakers will be determined on a prorated basis as approved by the CG MCCDC.

13. Action. All MCCDC activities will conduct the Guest Speakers Program per this Order.


J. N. STROCK
Chief of Staff

DISTRIBUTION: A plus 11 (10)

DUTIES AND RESPONSIBILITIES - GUEST SPEAKERS PROGRAM

<u>ACTION AGENCY</u>	<u>CATEGORY</u>	<u>ACTION</u>	<u>REMARKS</u>
1. Sponsoring Activity	Informal Liaison	Determine tentative availability of speaker on requested date.	Required for Cat I and II speakers except personnel at HQMC.
	Lecture Objectives	Objectives of the lecturer or speaker will be reviewed by the escort officer, if practicable, by telephone or in person.	
	Invitation	Personal letter for signature by the CG MCCDC. Blind copies to: C/S, MCCDC; Protocol; Director, Operations Division and escort officer.	<p>a. A maximum honorarium of \$500 plus travel expenses is authorized for civilians not employed by the U.S. Government. Travel expenses may be authorized for government employees and military personnel.</p> <p>b. Letter should give name of escort officer as guest point of contact.</p>
	Travel Payment	<p>a. Invitational Travel Orders (ITO) need to be reviewed by Office of Counsel before the CG MCCDC approves. ITO's will be issued to civilians and retired military members. (See Escort Officer duties.)</p>	The Fund Administrator will issue travel order numbers and insert the accounting classification code.

ENCLOSURE (1)

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ENCLOSURE (1)

<u>ACTION AGENCY</u>	<u>CATEGORY</u>	<u>ACTION</u>	<u>REMARKS</u>
Sponsoring Activity (Cont.)		b. Government and Military members employed by the U.S. Government may directly cite the sponsoring activity's Accounting Classification Code on a DD Form 1610 (EF) or other travel form. Settlement will be accomplished by using DD Form 1351-2 (EF) or SF 1164 (EF) if travel was within or adjacent to MCB, Quantico.	
	Honorarium Payment	Submit letter request to CG MCCDC 12 working days in advance. Submit MCB Form 7240/1 (EF), NAVCOMPT Form 2277 (EF), and supporting documentation to DFAS-KC through the Federal Express drop-off points at Purchasing and Contracting Branch 5 working days in advance of the requested payment date. The check will be delivered to the Finance Branch by Federal Express. The Finance Branch will notify the point of contact cited on the MCB Form 7240/1 (EF) when the check is ready for pickup.	If the guest speaker cannot provide a TIN, SSN or a Form W-9, the escort officer will inform the guest speaker that a 20 percent withholding tax will be withheld.
	Luncheon Funding	For guest speakers, submit requests to the CG MCCDC or appropriate director for signature within 4 working days prior to the luncheon.	

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<u>ACTION AGENCY</u>	<u>CATEGORY</u>	<u>ACTION</u>	<u>REMARKS</u>
Sponsoring Activity (Cont.)	Introduction	The director of the hosting activity or the designated representative will introduce all guest speakers.	
	Transportation Request	As early as practicable, determine requirements for sedans and submit to the Motor Transport Officer. For administrative aircraft submit to Air Operations, MCAF.	When air transportation to MCCDC is involved, advise Air Operations, MCAF, as to ETA, ETD and desired landing. Sponsoring Activity will info MCCDC Protocol and appropriate Aide-de-Camp on Category I Speakers.
	Use of Joint Facilities	Provide necessary physical security and assure proper police support. Post a sign to show classification. Hosting activity assures that its personnel are authorized to attend.	
	Briefing Package	The guest speaker's briefing package will contain the proposed itinerary and luncheon information.	

ENCLOSURE 1

	<u>ACTION AGENCY</u>	<u>CATEGORY</u>	<u>ACTION</u>	<u>REMARKS</u>
2.	Hosting Activity	Monitoring of Lecture or Speech	If the guest speaker desires, monitor questions from the floor. For joint presentations, the hosting activity will conduct the question period if the guest speaker desires.	
		Staging of Lecture or Speech	Ensure that training aids, recording facilities, operators and classroom attendants are available. Brief personnel concerned. Other activities will furnish assistance when the hosting activity is using facilities other than its own.	
3.	Escort Officer	Personal Contact with Guest	After the guest speaker has accepted or been assigned by HQMC or other agencies, contact the guest speaker or staff: Offer to visit, if practicable; discuss subject matter, training aids, classification of lecture or speech; review the objectives of the lecture or speech; obtain names of persons in the guest speaker's party; determine honors (when offered); if luncheon invitation is accepted; if MCCDC	The Escort Officer should be familiar with the desired lecture or speech contents and its relationship to other objectives, and must know the facilities and its support personnel, availability of auditorium and personnel for rehearsals.

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<u>ACTION</u>	<u>AGENCY</u>	<u>CATEGORY</u>	<u>ACTION</u>	<u>REMARKS</u>
Escort Officer (Cont.)			transportation is desired; and arrange in advance the time and place the guest speaker will be met on the day of the lecture, speech, or day of arrival in the area.	
		Training Aids, Reading Assignments and Rehearsals	Comply with the guest speaker's desires for training aids, insofar as practicable. Coordi- nate arrangements for rehearsals with hosting activity.	Coordinate with sponsoring activity.
		Travel Payment	The escort officer will explain monetary entitlement to the guest speaker. The escort officer will ensure that the guest speaker's travel advance approximates the actual cost as close as possible. The escort officer will ensure a GTR is issued, forwarded, and received by the guest in sufficient time to allow travel by the scheduled arrangements. The escort officer will ensure that a DD Form 1351-2 (EF) or a SF 1164 (EF) is completed, signed	

ENCLOSURE 1)

<u>ACTION</u>	<u>AGENCY</u>	<u>CATEGORY</u>	<u>ACTION</u>	<u>REMARKS</u>
Escort Officer (Cont.)			and returned by the guest speaker upon completion of their travel.	
		Luncheon	The escort officer makes arrangements directly with the Catering Office at The Clubs at Quantico and hosted notifies Protocol.	When a guest speaker's presentation borders the lunch hour, a lunch at The Clubs at Quantico is appropriate. Unless otherwise specified, sponsoring activities will host luncheons for all guest speakers. Otherwise, when speakers address two or more Command activities, the sponsoring activity will make luncheon arrangements.

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GUEST SPEAKERS CORRESPONDENCE

1. Invitations for guest speakers will be prepared by the sponsoring activity as follows:

a. Category I and Category II. The CG MCCDC will sign the invitations to all Category I and II guest speakers. Star stationery for the CG MCCDC will be used.

b. The guest should be provided an alternate date unless informal liaison has been effected to determine the availability of the guests on the date requested. The name of the escort officer or project officer will be included. Direct liaison with the Category II guest should be requested and, if authorized, the hosting activity should then communicate directly with the guest to coordinate travel arrangements and details.

2. Each submission must be accompanied by a four-part routing sheet signed by the director or deputy director. The package should include all pertinent background information on each event, using tabs to identify the contents. If an event will have more than one speaker, prepare the package as one submission instead of a separate package for each speaker. Use a previously approved invitation as a guide in preparing subsequent requests. Include a disk with the package with the file prepared in AmiPro.

ENCLOSURE (2)

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LETTER REQUEST FOR HONORARIUM PAYMENT

7000
(Originator Code)
Date

From: Commanding Officer/Director Sponsoring Activity
To: Commanding General, Marine Corps Combat Development Command
(C 06)

Subj: PAYMENT FOR HONORARIUM

1. Request that a check in the amount of \$_____ payable to _____ be delivered to the _____ in _____ for further delivery to _____ in reimbursement for services as guest speaker at _____.

2. The following information is furnished in connection with the above request:

- a. Name and Address of Speaker:
- b. Audience:
- c. Date of Speaker's Visit:
- d. Date Check to be Delivered:
- e. Honorarium:
- f. Total Payment: (To be charged to _____ account)

Signature

For Decision by the Commanding General of Marine Corps Combat Development Command:

Counsel MCCDC	Date _____	Concur _____
		Nonconcur _____
CG MCCDC	Date _____	Approved _____
		Disapproved _____
		Modify to _____

ENCLOSURE (2)

SAMPLE FORMAT FOR INVITATION TO CATEGORY I AND
CATEGORY II GUEST SPEAKERS

Date - Leave Blank

Dear _____!

1. It is my pleasure to invite you to address the (faculty d
students) or (officers) of the Marine Corps (School) from (Hour),
(Date) on the subject, "_____."

2. My point of contact, _____ at DSN 278-, _____ is prepared to
render any assistance that you may require in support of this visit.

3. I hope that your schedule will permit you to accept this
invitation.

Very Respectfully/Sincerely,

Name

Commanding General, Grade, USMC, MCCDC

Note - "Very Respectfully" will be used on letters addressed
to all general/flag officers senior in rank to the CG
MCCDC or appropriate Director. "Sincerely" will be used as
the complimentary close on all other letters of invitation
signed by the CG MCCDC.

ENCLOSURE (2)

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SAMPLE FORMAT FOR INVITATION FOR SPECIAL EVENT

Date - Leave Blank

Dear _____,

It is my pleasure to invite you to be the Guest of Honor for
Company _____, _____ Class _____ on _____ on the subject, " _____"
_____ " This event is to be held at the _____'S _____.
Cocktails will be served at 1900, dinner at 1945, and the formal
portion of the program will conclude at approximately 2330.
Traditionally, our Guest of Honor addresses the assembled officers
for approximately 10 - 15 minutes.

Very respectfully/Sincerely,

Name
Commanding General, Grade, USMC, MCCDC

ENCLOSURE (2)

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SAMPLE FORMAT FOR REQUESTING OFFICIAL
REPRESENTATION FUNDS (ORF)

7042
(Originator Code)
Date

From:

To: Commanding General, Marine Corps Combat Development
Command (C 06)

Via: Director, _____

Subj: REQUEST FOR OFFICIAL REPRESENTATION FUNDS

Ref: (a) MCBO 7042.1

1. Per the reference, the following request for funds is submitted:

- a. Date -
- b. Place -
- c. Honored Guest(s) - Enter full name and title of all guests.
- d. Type Entertainment - luncheon, dinner, coffee, etc.
- e. Reason for Entertainment - (i.e., purpose of visit to MCCDC by honored guest(s), graduation, reception.)
- f. Total Number of Attendees - (including guest(s); as appropriate, indicate the number of military and civilian members of DoD.)
- g. Estimated Cost - Provide a breakdown of expenses.

Signature

ENCLOSURE (3)

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SAMPLE FORMAT FOR REQUESTING FUNDS

7042
(Originator Code)
Date

From:
To: Commanding General, Marine Corps Combat Development
Command (C 06)
Via: Director, _____

Subj: REQUEST FOR OFFICIAL ENTERTAINMENT FUNDS

Ref: (a) MCBO 7042.2

1. Per the reference, the following request for funds is submitted:

- a. Date
- b. Place -
- c. Honored Guest(s) - Enter full name and title of all guests.
- d. Type Entertainment - luncheon, dinner, coffee, etc.
- e. Reason for Entertainment - (i.e., purpose of visit to MCCDC by honored guest(s), graduation, reception.)
- f. Total Number of Attendees - (including guest(s); as appropriate, indicate the number of military and civilian members of DoD.)
- g. Estimated Cost Not To Exceed \$ _____.

Signature

ENCLOSURE (3)

ESCORT OFFICER CHECKLIST

ESCORT OFFICER: _____

GUEST SPEAKER: _____

TITLE/POSITION: _____

DATE/TIME/LOCATION: _____

SUBJECT: _____

AIDE-DE-CAMP/SECRETARY: _____

1. Security Classification: Unclassified; Confidential; Secret; or Top Secret. (Please circle the correct classification. If the address, lecture, or speech is classified Confidential, determine if the guest speaker desires attendance by foreign military officers (FMO's)). If the lecture is classified Secret or above, FMO's will not attend.

2. Transportation Requirements: _____

a. Do not offer helicopter or other government air support without first determining that the guest speaker, by virtue of official position, rates such special consideration and that such support can be provided by Airfield Operations, Marine Corps Air Facility (MCAF), Quantico. Should the guest speaker or representative inquire about air transportation, explain the requirement to determine availability. When air transportation to MCCDC is involved, advise Airfield Operations, MCAF as to the ETA; ETD; and desired landing area.

b. Sedan and drivers will be furnished for guest speakers to and from the Washington area (including Dulles Airport and BWI Airport) and Richmond, VA.

c. Sedans are under the escort officer's control. Responsibility rests with the escort officer for ensuring that the driver is fed and secured after transportation requirements have been completed.

d. Transportation Request will be submitted to the MCB Motor Transport Officer to request sedan support. Aircraft support requests will be submitted to the Airfield Operations Officer, MCAF,

3. ETA: _____ at Iwo Jima Statue/MCAF/other _____

4. Official Party: _____

List the names and ranks of persons accompanying the guest speaker so that lunch/accommodations may be arranged. Include enlisted personnel.

5. Entitlements: Thoroughly explain entitlements to the guest speaker as provided in enclosure (7).

6. Biography: Biographical information is required for the preparation of introductory remarks. Biographies of Marine general officers are currently maintained by the Training and Education Protocol Officer and are available upon request. Request all other guest speakers to send biographies to you.

ENCLOSURE (4)

7. Uniform: _____ . Contact the aide of the hosting general officer to ascertain the uniform which will be worn by the general's party during contact with the guest speaker. If the speaker is also scheduled to be a guest for lunch, ensure that all lunch attendees are informed of the appropriate attire.

8. Lunch/Coffee Break: Will the speaker and party be lunch guest? YES NO
Advise the hosting activity's administrative officer of dietary restrictions which guests may have. Also determine coffee break preference (tea, milk, coffee, etc.)

a. Lunch location: _____

b. Lunch attendees: _____

c. Coffee break location: _____

9. Overnight Accommodations: Required by the guest speaker and party? YES NO

If "yes," state the arrangements that have been made: _____

10. Training Aids Assistance: The escort officer should determine any required training aids assistance.

11. Rehearsal Requirements: _____

12. Honors: Due to the large number of high-ranking visitors, honors are provided only in exceptional cases. Escort officers do not have the authority to offer honors. The guest speaker's desire will be ascertained only if the offer was made in the letter of invitation or confirmation, or upon the instructions of the Commanding General, MCCDC, or appropriate Director.

13. Taping of Guest Speaker Presentation and Nonattribution: There will be no recording of guest speaker presentations unless specifically requested by the speaker or when it is required and agreed to by the speaker for analytic purposes. In the event that the speaker requests the taping of the presentation, the tape will be given to the speaker prior to the speaker's departure from MCCDC. The escort officer will advise the speaker of MCCDC's policy of nonattribution. Guest speaker requests or agrees to the taping of the presentation:

YES NO

14. FMO Training: Can a sanitized version of a restricted presentation be presented to the FMO's by a member of the guest speaker's staff? YES NO

If "yes," coordinate scheduling with the Training and Education International Military Student Officer.

15. List a complete sequence of events for the head of the sponsoring activity use. The sequence should start with the arrival time, mode, and location; and terminate with the departure time, mode, and location. Coordinate scheduling with the administrative/instructional agencies involved.

ENCLOSURE (4)

1. Purpose DISB. <input checked="" type="checkbox"/> COLLECT <input type="checkbox"/>	2. Date	3. Reference Document No. M9302497MD00001	4. Bill Number 97H00001	5. Voucher No.
6. FROM: Commanding General 3250 Catlin Avenue, Suite 230 Quantico, VA 22134-5001			7. PAID BY: CHECK NO.	
3. TO: I. M. Speaker 000 00 0000 (Social Security Number) 11 Anywhere Street Hometown, VA 22222				

ARTICLES, SERVICES OR ITEMS						
A. INVOICE OR ORDER NO.	B. --DATE OF DE-IVERY/SERVICE	C. DESCRIPTION (REMITTER, EXPLANATION, DETAILS, ETC.)	D. QUAN-TITY	E. UNIT PRICE		F. AMOUNT
				COST	PER	
	7 Feb 97	Payment of Honorarium				\$100.00

G. DISCOUNT TERMS _____ H. TOTAL \$100.00

10. TYPE OF PAYMENT OR BILL: COMPLETE PARTIAL FINAL PROGRESS ADVANCE

1. ACCOUNTING CLASSIFICATION TO BE CREDITED (COLLECTION)										
A. ACRN	B. APPROPRIA-TION	C. SUB-HEAD	D. OBJ. CLASS	E. BUREAU CONTROL	F. SA	G. AAA	H. I-T	I. PAA	J. COST CODE	K. AMOUNT (U.S. CURRENCY ONLY)

12. DEDUCTIONS						
A. ACRN	B. TRANSPORTATION	C. DISCOUNT	D. TAX	E. RESERVE	F. MISCELLANEOUS	G. TOTAL FOR ACRN (U.S. CURRENCY ONLY)

H. CURRENCY: _____ EXCHANGE RATE = \$1.00 TOTAL DEDUCTIONS _____

13. ACCOUNTING CLASSIFICATION TO BE CHARGED (DISBURSEMENT)										
A. ACRN	B. APPROPRIA-TION	C. SUB-HEAD	D. OBJ. CLASS	E. BUREAU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT (U.S. CURRENCY ONLY)
AA	1771106	27M0	000	00264	0	067443	2D	000000	02497MD00001	\$100.00

L TOTAL NET AMOUNT TO BE PAID (BLOCK 9-H MINUS BLOCK 12-I) \$100.00

14. INSPECTION REPORT NOS _____ 15. GOV'T B/L NOS: _____

16. APPROVED BY _____ 7 Feb 97 TITLE P. P. FISCAL (DATE) Fiscal Officer	17. CERTIFIED BY _____ TITLE _____ (DATE)
---	---

18. PAYMENT RECEIVED.
PAYEE _____
PER _____
TITLE _____

1

ENCLOSURE (5)

HONORARIUM PAYMENT

Please Expedite

**Point of Contact of person who
will pick up check(s):**

Organization:

Telephone Number:

INVITATIONAL TRAVEL ORDER ENTITLEMENTS

MEALS AND LODGING

The meals and lodging rates can be found in JTR Vol II.

TRAVEL/TRANSPORTATION

1. Privately Owned Vehicle (POV)

a. Personnel are entitled to mileage from their home to air/rail terminal or duty site and return home, plus parking fees at terminal site and toll reimbursements; not to exceed two one-way taxi fares for the same distance traveled on that set of orders. The mileage rate can be found in the JTR Vol II.

b. If the traveler's POV is driven for two round trips from home to the terminal point (i.e., one round trip the day of departure and one round trip the day of return), both round trips are reimbursable not to exceed two one-way taxi fares.

2. Air Transportation

a. The GTR must be used.

b. Reimbursement for personally procured airfare must be approved in advance of performing travel.

REQUIRED RECEIPTS

1. Lodging.
2. Rental car (if authorized).
3. Conference Fees (if \$75.00 or more).
4. Any reimbursable items (authorized) if \$75.00 or more (e.g., taxi, etc.).

ENCLOSURE (7)

MARINE CORPS COMBAT DEVELOPMENT COMMAND
NONATTRIBUTION POLICY

1. Most speakers visiting MCCDC will speak freely and express argumentative and personal views and opinions if they know they will not be quoted outside MCCDC. Aside from the obvious benefit to those concerned through exposure of the frank and candid views of knowledgeable speakers, MCCDC itself benefits from an atmosphere of nonattributable privacy. The careless association of a given speaker's views with MCCDC can result in the mistaken impression that the speaker's views are those of MCCDC itself or that MCCDC acknowledges them as authoritative statements of national security, doctrine, plans or policy. The only exception is made when a visiting participant specifically desires public release of remarks made, and then only after coordination with the MCCDC Public Affairs Officer.

2. Nothing in this policy is intended to preclude student/attendee reference, within the confines of MCCDC and any of its programs, to opinions and views expressed by speakers. To the contrary, students/attendees are urged to consider, discuss, and share these thoughts within the limits imposed by security and this policy. Good judgment and courtesy obviously preclude attributing views and opinions of a prior speaker during speaker-student/attendee discussion and reference to the views of any previous speaker will be accomplished only by use of the phrase, "A previous speaker said (or speculated or implied)..."

3. Commanding officers and directors will ensure that students and attendees are briefed on this policy.