



SECRETARY OF THE ARMY
WASHINGTON

18 DEC 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Directive 2014-01 (Army Conference Policy)

1. References:

- a. Army Directive 2011-20 (Department of the Army Conferences), 14 Oct 2011 (hereby superseded).
- b. Memorandum, Secretary of the Army, 17 Oct 2012, subject: Interim Guidance for the Implementation of New OSD Policy (hereby superseded).
- c. Memorandum, Administrative Assistant to the Secretary of the Army, 29 Oct 2012, subject: Supplemental Conference Guidance and Data Call for Proposed FY 13 Conferences (hereby superseded).
- d. Memorandum, Deputy Chief Management Officer, 6 Nov 2013, subject: Implementation of Updated Conference Oversight Requirements.

2. On 14 October 2011, I issued our first comprehensive Armywide conference policy. Since then, we have seen a number of changes to conference policy—from the Office of Management and Budget on down—with the most sweeping changes being the new focus on attendance at non-DoD conferences and numerous new reporting requirements. To ensure compliance with these new policies, I am issuing this revised Army policy for conferences. This directive implements current OSD policy; revises conference approval authorities; clarifies the exemption process; and documents the conference request and reporting process for Army-hosted conferences, attendance at non-DoD and DoD conferences, and exemptible conferences. The Army's conference policy is at enclosure 1 and a complete list of references is at enclosure 2.

3. In today's fiscal climate, it is imperative that conference participation result in a definite, tangible benefit and that attendance is demonstrably "mission-critical" to the Army. We must ensure strict scrutiny of conferences and conference-related travel, but must also balance that against the fact that some conferences benefit the Army and contribute to the Army mission. Conference approval authorities should approve Army conference participation only after a thorough and deliberate decision process as described in this policy. My intent is not to impede operations or deter the Army's mission, but to ensure that in every decision we make regarding conferences—whether hosting or attending—we exercise careful scrutiny and good stewardship of taxpayer dollars.

SUBJECT: Army Directive 2014-01 (Army Conference Policy)

4. The Administrative Assistant to the Secretary of the Army will continue to serve as the Army Conference Manager. This directive is effective 1 January 2014 and supersedes any previous Army conference policy.



John M. McHugh

Encls

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ARMY CONFERENCE POLICY

SECTION 1—OVERVIEW

1. Introduction

a. Intent. As Army resources continue to decline, we must always seek the most cost-effective and efficient methods to plan and manage our missions, train our personnel and share information. The appropriate means to accomplish these objectives may be, at times, a conference. Therefore we must take a balanced approach to conference participation that enables us to remain good stewards of taxpayer dollars by keeping costs and attendance levels to the minimum necessary to accomplish the mission, while realizing the benefit of hosting or attending a conference. The participation of every conference attendee, including support staff, must be justified as mission-critical. When conference participation is determined to be critical to the Army mission, we must continue to exercise strict fiscal responsibility, good common sense regarding public perceptions, and ethical behavior in both hosting Army-sponsored conferences and in authorizing individual participation at non-DoD conferences.

b. Purpose. Conference participation involves highly complex decisions governed by many regulations and policies—travel, fiscal, contracting, training, recordkeeping and ethics, among others. The purpose of this policy is to establish the framework required to implement the OSD conference policy; to provide overarching guidance to help personnel requesting to attend conferences and planners hosting conferences; and to guide various other stakeholders—lawyers, resource managers, approval authorities, and so on—through the decision making process.

c. Organization

(1) This directive is organized into four sections. Section 1 is a general overview that defines a conference, including a description of various types of conferences; assists with determining exemptions; identifies approval levels; and outlines reporting requirements and other responsibilities. Sections 2 through 4 provide detailed procedures and policies for hosting or cosponsoring a conference, requesting attendance at a non-DoD conference or exempting a conference from this policy.

(2) This document is not meant to be exhaustive of all required rules and policies. Users will likely need to refer to the authorities this policy is based on (related references are at enclosure 2). This document will, however, serve as the policy foundation for decision makers and requesters alike to ensure the appropriate use of Army resources for participation in conferences. All personnel concerned with a conference—whether hosting or attending—will comply with law, regulation and policy applicable to conferences, including the Joint Federal Travel Regulations and Joint Travel Regulations (JFTR/JTR), specifically Appendix R (Conferences); DoD 5500.07-R

(Joint Ethics Regulation (JER)); and all other pertinent regulations. Commands may find it beneficial to issue further guidance to establish internal processes.

d. Army Conference Management. The Administrative Assistant to the Secretary of the Army (AASA) is the Army Conference Manager; consequently, the Office of the Administrative Assistant (OAA) Army Conference Management Directorate will manage the Army conference effort with the assistance of designated command, organization and activity conference managers. These conference managers are responsible for publicizing command-level procedures, preparing conference requests and submitting required reports. Additional information is on OAA's Army Conferences home page at <https://securecac.hqda.pentagon.mil/oaacustomer/conferences.aspx>. (Users require a common access card.)

2. **Applicability**. This policy applies to the Active Army, the U.S. Army Reserve and those organizations for which the Secretary of the Army is the designated DoD Executive Agent and for which the Army funds (regardless of the fund source) their activities, unless OSD has otherwise granted them approval authority. This policy covers conferences the Department of the Army hosts and cosponsors, as well as conferences Army personnel attend. It does not apply to Army National Guard events; in accordance with OSD policy, the Chief, National Guard Bureau will promulgate conference policy applicable to the Army National Guard. The Chief, National Guard Bureau is required to inform the Army of high-visibility conferences or conferences exhibiting unusual circumstances involving their personnel. The National Guard Bureau shall direct appropriate conference correspondence to the Administrative Assistant to the Secretary of the Army.

3. **Determination of a Conference**. The JFTR/JTR defines "conference" as:

[a] meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are considered to be conferences under 5 CFR 410.404.

a. Determination Process. Determining whether an event is a conference and subject to the conference policy is often a complicated, multistep process. You must first identify whether the JFTR/JTR definition of a conference applies to the event, then identify and analyze the event's specific indicia of a conference. The definition of a conference and the indicia for each discrete event generally supply enough information for a fact-based determination of whether a particular event should be treated as a conference under the conference policy. Your legal counsel and OAA are available to help you determine whether an event is a conference. ***If you cannot make a clear-cut determination, categorize the event as a conference and process it under this policy.*** Commands, organizations and activities will develop internal processes to ensure that conference determinations are made at an appropriate level consistent with this policy.

b. Indicia of a Conference. Conferences are often referred to as expositions, conventions, symposiums, seminars, workshops, exhibitions or meetings. They typically involve topical matters of interest to, and the participation of, multiple agencies and/or non-Federal participants. In addition to attendee travel, indicia of a conference include, but are not limited to, a registration process, registration fees, a published substantive agenda, scheduled speakers or discussion panels, multiple-day agendas, affiliated social events and the use of official representation funds in support of the event. Generally, the presence or absence of any one indicator is not enough to determine whether the event is a conference; you must weigh the presence of multiple indicia. ***Events meeting the JFTR/JTR definition and held in commercial facilities normally will be categorized as conferences regardless of other indicia.***

c. Events Not Subject to the Conference Policy. Once you have weighed the presence of indicia, if the event does not exhibit sufficient indicia of a conference, it is not subject to the conference policy. For example, sometimes temporary duty (TDY) is just TDY. Events that are not characterized as a conference under this policy do not require further action as a conference. However, Army attendees must follow DoD, Army and their organization's TDY policies for approval and abide by all pertinent travel policies and guidelines. ***If you cannot make a clear-cut determination, categorize the event as a conference and process it under this policy.***

4. **Types of Conferences**. Conferences can be categorized as Army-hosted, Army cosponsored, DoD-hosted or non-DoD-hosted. Each type of event may also qualify as an exemptible conference or a conference with special circumstances. The approval process differs based on category, in accordance with paragraphs 5 (Exemptions) and 6 (Approvals), beginning on page 4. For all events, each requested attendee must be justified as mission-critical. More information on each type of conference or event is in sections 2 through 4.

a. Army-Hosted Conferences. Army organizations often plan and/or fund conferences. Generally, most of the participants are Army personnel and the topic is specific to the Army. See section 2 for more information on this type of conference.

b. Army Cosponsored Conferences. On occasion, an Army command, organization or activity may cosponsor an event with another organization. The Army is a cosponsor of an event when an Army command, organization or activity develops the substantive aspects of the event or provides substantial logistical support, as defined by the JER, or the Army provides 50 percent or more of the speakers at a single conference. Generally, avoid situations where the circumstances are or suggest we are "paying to hear ourselves speak." Cosponsorships may be conducted with other U.S., foreign, or multigovernment organizations, such as NATO, or with other non-Federal entities (NFEs), such as associations, societies, nonprofit organizations or charities. Army cosponsored events are a type of Army-hosted conference and therefore Army-hosted policies apply. See section 2, paragraph 6 beginning on page 22 for more information.

c. DoD-Hosted Conferences. On occasion, another non-Army DoD organization will host a conference that the Army may find it beneficial to participate in. For conferences hosted by a DoD organization external to the Army, the host DoD component is responsible for estimating and reporting total DoD attendance and costs. The host is also responsible for obtaining conference approval from its appropriate approval authority. As a general rule, Army conference approval is not required, but attendance will be limited to those Army personnel who are mission-critical and whose attendance was included and approved in the DoD host's request. Army attendees must follow DoD, Army and their organization's TDY policies for approval and abide by all pertinent travel policies and guidelines.

d. Non-DoD-Hosted Conferences. The Army may sometimes find it beneficial to participate in conferences hosted by a non-DoD organization, such as another Federal Government agency or an NFE (for example, private associations or training companies). Non-DoD conference participation encompasses all Army employees attending or participating at Army expense (including as speakers, presenters or panel members), and may include the provision of exhibits and logistical support. Although travel for the individuals is approved locally, attendance at a conference must be approved in accordance with this policy. See section 3 for more information.

e. Exemptible Conferences. OSD allows certain types of events to be exempted from the conference policy, even if the event displays indicia of a conference. The tables in paragraph 5 should be used to formally determine whether an event meets an exemption criteria or should be categorized and processed as a conference. ***If you cannot make a clear-cut determination, categorize the event as a conference and process it under this policy.***

f. Conferences With Special Circumstances

(1) *Local Conferences*. In accordance with OSD policy, events that are within the local duty location that do not require travel may still qualify as conferences if participation incurs any cost to the Army. If in doubt, your command, organization or activity legal advisor can assist with the determination.

(2) *No-Cost Conferences*. At times, Army organizations may attend conferences at no cost to the Army. This can occur through waived registration fees, local attendance or "gifted" travel under 31 United States Code (U.S.C.) section 1353. For conferences involving absolutely no reimbursable travel or attendance costs, or other Army expenditures, conference approval is not necessary. Follow your organization's local TDY or attendance policy for approval and make sure you obtain appropriate ethics advice for any gift offers associated with attending the event. ***Although conference approval is not required, attendees must notify their command, organization or activity conference manager of no-cost attendance.*** Use caution when accepting gifted travel benefits because miscellaneous official travel expenses, such as per diem on travel days and parking, often are not covered by the gift. If the

Army attendee claims those expenses as reimbursable travel costs on an official travel voucher, the attendance is no longer “no cost” and requires proper conference approval.

5. Exemptions. OSD allows certain types of events to be exempted from the conference policy. Army makes a distinction between events that generally are not conferences (and are therefore explicitly exempt from the policy) and those that exhibit sufficient indicia of a conference to require a more thorough review to determine if the event can be exempted or should be processed as a conference. Distinctions are shown in tables 5a and 5b.

a. Determination of Explicit Exemptions. This table shows the events that generally are not conferences and therefore are explicitly exempt from this policy. If an event clearly meets the criteria, no further conference action is required; however, all other relevant policies, such as travel policies must be followed. If you cannot make a clear-cut determination, categorize the event as a conference and process it under this policy.

| Exemption Criteria | Comments | Exemptible By |
|---|---|---|
| Meetings necessary to carry out statutory command and staff oversight functions. This exemption would include activities such as investigations, inspections, audits or nonconference planning site visits. | These events generally are not conferences . If determined not to be a conference, no further exemption is required. Contact your legal advisor for advice. | Explicitly exempted from this policy. Proceed in accordance with your command guidance. |
| Formal classroom training held in a Government or military facility or educational institution. This exemption would include activities such as regular courses of instruction or training seminars, or other recurring training. | These activities may be offered by Government organizations; institutions of higher learning or professional licensure and certification; or other training entities. | Explicitly exempted from this policy. Proceed in accordance with your command guidance. |
| Change of command, official military award, funeral or other such ceremonies. | These events generally are not conferences . However, conferences may include award ceremonies or be held in conjunction with changes of command. Contact your legal advisor for advice. | Explicitly exempted from this policy. Proceed in accordance with your command guidance. |
| Meetings of advisory committees subject to DoD Instruction 5105.04 (Department of Defense Federal Advisory Committee Management Program) where membership consists of one or more individuals who are not full-time or permanent Federal officers or employees. | These events are strictly regulated in accordance with the Federal Advisory Committee Act, General Services Administration rules and DoD oversight. See DoD Instruction 5105.04 for more information. | Explicitly exempted from this policy. Proceed in accordance with your command guidance. |

Section 1, Table 5a

b. Determination of Exemptions Requiring Approval. This next table shows events that have sufficient indicia to require a formal determination of either an exemption or a conference. Use the exemption determination tool available on the OAA Army Conference home page to help assist in your determination and document your decision. Exemptions may be granted only when a clear determination can be made. If in doubt, the event should be processed as a conference. See section 4 for more information on exemption processing and procedures.

| Exemption Criteria | Comments | Decision Factors | Exemptible By |
|--|---|---|--|
| Meetings to consider internal agency business matters. This exemption would include activities such as meetings that take place as part of an organization's regular course of business. | Many of these events are not conferences . Contact your legal advisor for advice. | Costs <\$100,000 AND held in a Government or military facility. | Heads/Commanders of DRUs and ASCCs (headed by GO or SES); CG/DCG of ACOMs; HQDA Principal Officials; Principal Deputy ASA (ALT); DAASA*. |
| | | Costs \$100,000-\$500,000 OR held in a commercial facility (such as a hotel). | CSA, VCSA and DAS**; CGs of, FORSCOM, TRADOC and AMC; AASA***. |
| | | Costs > \$500,000 | AASA. |
| Bilateral and multilateral international cooperation engagements. | Includes activities such as international military education and training events, traditional commander's activities and other regional assistance programs. | Costs <\$100,000 AND held in a Government or military facility. | Heads/Commanders of DRUs and ASCCs (headed by GO or SES); CG/DCG of ACOMs; HQDA Principal Officials; Principal Deputy ASA (ALT); DAASA. |
| | | Costs \$100,000-\$500,000 OR held in a commercial facility (such as a hotel). | CSA/VCSA/DAS; CGs of, FORSCOM, TRADOC and AMC; AASA. |
| | | Costs > \$500,000 | AASA. |
| Events where the primary purpose of DoD's participation is military or civilian recruiting and/or recruitment advertising. | | Costs < \$50,000 | Heads/Commanders of DRUs and ASCCs (headed by GO or SES); CG/DCG of ACOMs; HQDA Principal Officials; Principal Deputy ASA (ALT); DAASA. |
| | | Costs > \$50,000-\$500,000 | CSA, VCSA and DAS; CGs of, FORSCOM, TRADOC and AMC; AASA. |
| | | Costs > \$500,000 | AASA. |
| Formal classroom training held in a commercial facility. This exemption would include activities such as regular courses of instruction or training seminars. | These activities may be offered by Government organizations; institutions of higher learning, professional licensure and certification; or other training entities. | | Not exemptible; obtain conference approval from the appropriate conference approval authority outlined in table 6b. |
| Meetings necessary to carry out planning or execution of operational or operational exercise activities, or predeployment, deployment or post-deployment activities. | Includes activities such as planning and preparation for, as well as execution of, war games, military exercises and operational deployments. | Costs <\$100,000 AND held in a Government or military facility. | Heads/Commanders of DRUs and ASCCs (headed by GO or SES); CG/DCG of ACOMs; HQDA Principal Officials; Principal Deputy ASA (ALT); DAASA. |
| | | Costs \$100,000-\$500,000 OR held in a commercial facility (such as a hotel). | CSA, VCSA and DAS; CGs of, FORSCOM, TRADOC and AMC; AASA. |
| | | Costs > \$500,000 | AASA. |

Section 1, Table 5b

* Deputy AASA (DAASA): All other Army organizations not reporting directly to others.

** CSA, VCSA and DAS: HQDA Offices of the CSA, VCSA, DAS and SMA; ASCCs; and DRUs reporting directly to CSA, currently U.S. Army Military District of Washington, U.S. Army Test and Evaluation Command, U.S. Military Academy, U.S. Army War College.

*** AASA: All other Army organizations not reporting directly to others.

Abbreviations Used:

| | | | |
|-----------|---|---------|---|
| ACOM | = Army Command | DRU | = Direct Reporting Unit |
| AMC | = U.S. Army Materiel Command | FORSCOM | = U.S. Army Forces Command |
| ASA (ALT) | = Assistant Secretary of the Army (Acquisition, Logistics and Technology) | GO | = General Officer |
| ASCC | = Army Service Component Command | HQDA | = Headquarters, Department of the Army |
| CG | = Commanding General | SES | = Senior Executive Service |
| CSA | = Chief of Staff of the Army | SMA | = Sergeant Major of the Army |
| DAS | = Director of the Army Staff | TRADOC | = U.S. Army Training and Doctrine Command |
| DCG | = Deputy Commanding General | VCSA | = Vice Chief of Staff of the Army |

6. Approvals for Conferences. In accordance with OSD policy, the Army has implemented a tiered structure for approvals based on costs. For conferences not exempted, requesters should use the table in paragraph 6b to determine the approval authority. Process and procedures for Army-hosted conferences are in section 2 and for non-DoD conferences in section 3.

a. General Approval Policy

(1) *Prohibitions.* Conferences costing more than \$500,000 are generally prohibited. (Conference costs are defined in Section V of the DoD Conference Guidance Version 2.0.) The Secretary of the Army (SA) and Under Secretary of the Army (USA) may grant a waiver for Army-hosted conferences with costs exceeding \$500,000; however, waivers will be very limited and strictly scrutinized.

(2) *SA/USA Approval.* In addition to waivers, the SA and USA are the approval authorities for:

- All Army-hosted conferences involving Government-funded spouse travel, regardless of the cost; and
- Army attendance at non-DoD conferences when total Army costs exceed \$50,000.

(3) *“Batch” Approvals.* Approval authorities are allowed to approve multiple iterations of a single conference (such as a Quarterly Update) under one approval memorandum. “Batch” approvals are limited to 1 year and each occurrence must be individually listed on the approval memorandum. The request must contain enough information for the approval authority to make an informed decision. Further, reporting is required for each occurrence, in accordance with section 1, paragraph 7.

(4) *Documentation.* Approvals must be in writing and maintained for 5 years. All necessary supporting documentation must be maintained as well.

(5) *Approval Authorities.* Conference approval authorities are limited to those personnel listed in table 6b. Further delegation is not allowed unless provided for in writing by the SA. A copy of all delegations must be provided to OSD.

b. Conference Approval

| Conference Host | Conference Criteria | Approval Authority |
|---|--|--|
| Army-Hosted Conferences ¹ | Costs exceeding \$500,000 (generally prohibited but may get a written waiver) or any conference, regardless of cost, if it involves spouse travel at Government expense. | SA/USA. |
| | Costs up to \$500,000. | <p>CSA, VCSA: HQDA Offices of the CSA, VCSA, DAS and SMA; ASCCs; DRUs reporting directly to the CSA (currently U.S. Army Military District of Washington, U.S. Army Test and Evaluation Command, U.S. Military Academy, U.S. Army War College).</p> <p>CG, FORSCOM: Organizations and activities reporting to FORSCOM.</p> <p>CG, TRADOC: Organizations and activities reporting to TRADOC.</p> <p>CG, AMC*: Organizations and activities reporting to AMC.</p> <p>AASA: All other Army organizations not reporting directly to others.</p> |
| | Costs < \$100,000. | Heads/Commanders of DRUs and ASCCs (headed by GO or SES); CG/DCG of ACOMs; HQDA Principal Officials; Principal Deputy ASA (ALT). |
| Non-DoD-Hosted Conferences ² | Costs ≥ \$50,000. | SA or USA. |
| | Costs up to \$50,000. | <p>CSA, VCSA: HQDA Offices of the CSA, VCSA, DAS and SMA; ASCCs; DRUs reporting directly to the CSA (currently U.S. Army Military District of Washington, U.S. Army Test and Evaluation Command, U.S. Military Academy, U.S. Army War College).</p> <p>CG, FORSCOM: Organizations and activities reporting to FORSCOM.</p> <p>CG, TRADOC: Organizations and activities reporting to TRADOC.</p> <p>CG, AMC: Organizations and activities reporting to AMC.</p> <p>AASA: All other Army organizations not reporting directly to others.</p> |
| | Cost < \$10,000. | Heads/Commanders of DRUs and ASCCs (headed by GO or SES); CG/DCG of ACOMs; HQDA Principal Officials; Principal Deputy ASA (ALT). |

Section 1, Table 6b

* Military Surface Deployment and Distribution Command will report through AMC.

¹ Conferences sponsored by the Office of the Chief, Army Reserve (OCAR), whose primary purpose is to address specific reserve component-level issues, can be approved by the CAR as an HQDA Principal Official, the AASA or the SA as appropriate. As a major subordinate command of FORSCOM, conferences sponsored by the USARC or a subordinate unit of USARC must be routed to the CG or DCG, FORSCOM or the SA, as appropriate.

² Approval for attendance of USARC and OCAR personnel at non-DOD conferences should be routed through the appropriate approval authority based on where attendees are assigned or attached. For personnel assigned or attached to OCAR, approval authority is the CAR as an HQDA Principal Official, the AASA or the SA as appropriate. Personnel assigned or attached to the USARC or a subordinate unit of USARC, will have conferences approved by the DCG or CG, FORSCOM or the SA as appropriate.

7. Reporting. To comply with Office of Management and Budget and OSD guidance, and Public Law 113-6 (Consolidated and Further Continuing Appropriations Act, 2013), the Army is required to report its conference activities. OAA will compile and submit all reports and notifications to comply with these requirements. Reported costs and attendee numbers for Army-hosted conferences must include totals for all DoD-sponsored attendees, not just Army personnel. Army-hosted conferences with costs in excess of \$100,000 are publically reportable on the OSD Web site.

a. Use of Automated Tools. Conference managers and requesters, if required by their respective conference manager, must use OAA-implemented automated systems for approving, tracking and reporting both Army-hosted and non-DoD-hosted conferences. Information in the automated system will help generate required reports; therefore, the conference manager is responsible for ensuring that all information is both timely and accurate regardless of approval authority.

b. Conference Reporting

(1) *During the Planning Process.* OSD policy requires us to notify the OSD Deputy Chief Management Officer when a conference is considered to have particularly high visibility or exhibits unusual circumstances. OSD has defined “unusual circumstances” as conferences that are particularly high cost (whether the total cost of the conference or the cost for each attendee), have garnered critical media or congressional interest, involve potentially controversial topics or event sponsors, or include planned recreational activities on the agenda that may be questioned as inappropriate uses of taxpayer funds or official time. If you determine that any conference may fall within this category, notify OAA through your command, organization or activity conference manager.

(2) *Within 5 Days After Approval.* All command, organization or activity conference managers must forward to OAA the written approval and underlying request packet for every conference action approved within their organization within 5 business days after approval. The approval and underlying request must include the required reporting information such as date; location; number of attendees; estimated costs (food and beverage, audiovisual, attendee travel and other conference costs); and a description of contracting procedures used. OAA may require the use of a template or automated reporting system to ensure that reporting requirements are met.

(3) *Within 25 Days After the End of the Conference.* The hosting organization for an Army-hosted conference or the requesting organization for a non-DoD-hosted conference is required to submit an after action report (AAR) for Army-hosted and non-DoD-hosted conferences with costs greater than \$50,000. A simplified closeout report is required for Army-hosted and non-DoD-hosted conferences with costs less than \$50,000.

(a) The AAR or closeout report must be staffed through the conference manager, who will provide a copy to the approval authority and OAA no later than 25 days after

the end of the conference. For conferences the AASA or SA approved, the requester's commanding general or Principal Official will endorse the AAR and send it to OAA.

(b) Required templates for AARs and closeout reports are available on the Army Conference home page. In particular, the AAR must include a detailed assessment of what tangible, measurable results the Army achieved from the conference. It will also include lessons learned and recommendations for the future, therefore becoming a critical input for approval authorities as they assess Army participation in recurring conferences. The closeout report will include information on estimated actual attendance and expenditures. Updated attendance and expenditure data from the AAR and closeout reports will be used to comply with OSD reporting requirements. Failure to provide an AAR or closeout report may result in disapproval of similar conferences in the future.

c. Exemption Reporting. Exemptions requiring approval must be provided to OAA when requested (typically quarterly), using the required template. Events that have been determined not to be conferences and/or those events explicitly exempted from this policy do not require any reporting.

SECTION II—ARMY-HOSTED CONFERENCES

1. **Introduction.** This section details specific policies for Army-hosted conference requests, conference planning and hosting, and travel to an Army-hosted conference. Policies in this section are not exhaustive; planners and attendees must also abide by reporting requirements outlined in section 1, paragraph 7, as well as all relevant policies found in enclosure 2.

2. **Requests to Host Conferences.** Requests for Army-hosted conferences are the responsibility of the Army organization hosting the conference. Unless required by your command, no request is required for individual attendance at an Army-hosted conference; however, attendees are required to adhere to attendance and travel policies set forth in this and all relevant Army and DoD policies.

a. Approvals. All requests must be received by the approval authority at least **60 days in advance** of the conference or commitment of nonrefundable funds. The SA and USA are the approval authorities for all conferences involving Government-funded spouse travel, regardless of cost. Conferences with costs exceeding \$500,000 are generally prohibited. Approvals or disapprovals must be provided in writing by the officials identified in section 2, table 2a.

| Conference Criteria | Approval Authority* |
|--|--|
| Costs exceeding \$500,000 (generally prohibited but may get a written waiver) or any conference, regardless of cost, if it involves spouse travel at Government expense. | SA/USA. |
| Costs up to \$500,000. | <p>CSA/VCSA: HQDA Offices of the CSA/VCSA, DAS and SMA; ASCCs; DRU's reporting directly to the CSA (currently U.S. Army Military District of Washington, U.S. Army Test and Evaluation Command, U.S. Military Academy, U.S. Army War College).</p> <p>CG, FORSCOM: Organizations and activities reporting to FORSCOM.</p> <p>CG, TRADOC: Organizations and activities reporting to TRADOC.</p> <p>CG, AMC**: Organizations and activities reporting to AMC.</p> <p>AASA: All other Army organizations not reporting directly to others.</p> |
| Costs < \$100,000. | Heads/Commanders of DRUs and ASCCs (headed by GO or SES); CG/DCG of ACOMs; HQDA Principal Officials; Principal Deputy ASA (ALT). |

Section 2, Table 2a

* For OCAR and USARC approvals, see page 8.

** Military Surface Deployment and Distribution Command will report through AMC.

b. Process

(1) All conference requests must use the OAA-approved Army-hosted Conference Request Template located on the OAA Army Conference home page.

(2) Staff all requests through the chain of command to the approval authority **at least 60 days before the start date** of the conference or earlier to meet suspense dates for the nonrefundable commitment of funds (such as contract commitments) regardless of the approval authority. The request must be signed or endorsed one level lower than the approval authority (for example, an Assistant Secretary will endorse requests requiring SA signature). For conferences requiring AASA or SA approval, after signature or endorsement, the command, organization or activity conference manager will submit the request to OAA. OAA will accept requests only from conference managers to ensure proper routing, approval and reporting.

(3) All requests must abide by OAA-directed timelines. Approval authorities may return requests without action if timelines are not met.

(4) All requests must certify that hosting the event is mission-critical for all proposed attendees. In addition to this statement, the request **must provide sufficient information to fully substantiate and justify how the event is mission-critical for all proposed attendees.**

(5) Attendees must be kept to the minimum mission-critical number. Every attendee and every member of the support staff must be justified as mission-critical. Aides and executive officers provide unique and important support to their principals

while in a travel status. However, consistent with the mission-critical standard, senior officials should seek to limit attendance of aides, executive officers and similar personal staff as possible.,

(6) All travelers must abide by Army, DoD and Federal travel policies. Obtaining approval of the conference does not negate the need for the requester to obtain approval of the travel.

c. Request Requirements. The **required template** for all Army-hosted conference requests is available on OAA's Army Conference home page. Failure to provide detailed information or explanations may result in a delayed decision, the request returned without action or disapproval. In addition to the required fields on the request template, note the following:

(1) *Dates.* Conference dates will include travel days. The length of the conference is strictly determined by mission requirements. Ice breakers, receptions, socials, golf tournaments, military balls or other ancillary activities will not be held during regularly scheduled duty hours or used as a basis to extend personnel in a TDY status. Award ceremonies held during a conference may be considered official business, but they may not extend the period for which a conference attendee will be in a TDY status.

(2) *Purpose and Justification.* The justification for hosting the conference must overcome the presumption that face-to-face collocation of personnel is not necessary. The request must contain a statement that hosting the event is mission-critical and fully substantiate how the event is mission-critical for all proposed attendees. The justification must also specifically address how hosting the conference will further the Army's mission.

(3) *Cost-Benefit Analysis.* Provide a detailed and credible cost-benefit analysis that includes an explanation of other options considered (such as video teleconference or train-the-trainer), as well as information on site selection and enough data to support the selected city and venue. Once the most cost-effective geographic locale is identified, Government or military facilities should be the first choice for all Army-hosted conferences. If a Government or military facility is not chosen, provide justification for the use of a commercial facility and a cost comparison between the venues considered.

(4) *Estimated Total Costs.* OSD requires use of the Cost Assessment and Program Evaluation cost estimating calculator, which is available on the DoD Cost Guidance portal at <https://www.cape.osd.mil/CostGuidance/>. However, Army policy also requires use of the cost estimation table in the request template because it provides more detailed costs and shows calculations. Estimated costs **must** include expenses for all DoD-funded attendees, not just Army-funded attendees. Requesting organizations are responsible for gathering cost estimate data on non-Army attendees from other DoD components.

(a) The following costs are exempt from conference cost calculations:

- cost of Federal employee time for conference preparation and planning,
- cost of Federal employee time for attendance at the conference or time while traveling,
- security costs to ensure the safety of attending Government officials, and
- costs associated with use of Government-owned transportation.

(b) Revenue includes all direct or indirect conference fees paid to the Army, as allowable by 10 U.S.C. § 2262 and applicable regulations. For the purposes of this guidance, revenue includes, but is not limited to, collected:

- registration fees (from non-DoD sources),
- exhibitor fees,
- sponsor fees, and
- grant monies (unless otherwise prohibited).

(c) Total conference costs are net of any revenue received. Reports and approval levels are based on this amount. While conference fees and other revenues may be used to defray the Army's costs for hosting a conference, revenue should never be sought as a way to reduce approval levels or avoid reporting requirements. Any revenue in excess of the Army's costs must be deposited in the U.S. Treasury as miscellaneous receipts.

(5) *Attendees*. Using the required template, provide a breakdown of attendees, including the rationale and criteria applied to scope the attendee population, and the mission-critical justification for the requested number of attendees. The attendance numbers must include all participants, including support staff, aides, guest speakers, presenters and non-Army personnel.

d. Additional Requirements for Requests. Each request must also include as enclosures the agenda, security assessment, legal review, AAR for the previous conference (as appropriate) and precontract decision documents.

(1) *Agenda*. The agenda must be substantive and span the proposed conference from start to finish; list planned speakers, programs and other activities; and identify any after-hour events or activities. The agenda will provide planned or proposed locations for each event. Agendas that merely annotate "breakout sessions" are insufficient. If breakout sessions are planned, the agenda must explain the purpose and objective(s) for each session. The dates of the conference will include travel days.

(2) *Security Assessment*. A security assessment is required for all conferences held in a commercial facility. The security assessment will include:

(a) A force protection assessment, including threat and vulnerability assessments for the conference facility site and any specific security requirements for the conference facility. For conferences held inside the National Capital Region, OAA's Directorate of Mission Assurance can help with the assessment. For conferences outside the region, the local installation Directorate of Emergency Services may provide technical expertise. Conferences held on Government or military installations may have different requirements than those in commercial facilities, so check applicable security regulations.

(b) A statement indicating whether foreign government representatives will attend the conference. If so, the assessment will include a statement that the conference sponsor coordinated the screening of foreign national attendees with the Office of the Deputy Chief of Staff, G-2 and will comply with all procedures set forth in AR 380-10 (Foreign Disclosure and Contacts With Foreign Representatives). Coordination with the Office of the Deputy Chief of Staff, G-2 generally requires 120 days leadtime before the conference date.

(c) A statement indicating whether the conference will involve classified information and, if so, the name and location of the secure U.S. military installation or other U.S. Government facility, or cleared U.S. contractor facility where the conference will be held. Follow the procedures in AR 380-5 (Department of the Army Information Security Program) and coordinate directly with the Office of the Deputy Chief of Staff, G-2 for additional guidance.

(3) *Legal Review.* All conference requests require a legal review. The legal review must address all fiscal, ethics, contracting and travel issues, including a comprehensive assessment of whether the conference complies with applicable regulations and Army policy. ***Any legal objections must be mitigated before submission of the conference request.*** Although no required format is prescribed, a recommended template for the legal review is available on OAA's Army Conference home page. Use of this template will help ensure that the legal review is sufficiently comprehensive to cover all areas of concern.

(4) *Precontract Decision Documents.* The requester must include any contract-related documents that would assist the approval authority, such as the letter of intent from the hotel or a request for proposal.

3. Policies for Hosting

a. Selection of Conference Site. The overarching goal of the site selection process is to conduct the conference in the least expensive location and venue that can meet the requirements of the conference. Government and military facilities should be the first choice of conference venue. The price of the available Government, military or commercial venues within a geographic area is one factor in determining the cheapest

geographic locale. Once a geographic location is determined, Government and military facilities should be considered first if they can satisfy conference requirements.

(1) *Geographic Selection.* The JFTR/JTR requires planners to evaluate and consider a minimum of three geographic sites (cities) for conferences with more than 30 attendees in a TDY status before selecting a site (city) for the conference. Factors to be considered when determining a geographic location for a conference include, but are not limited to:

- per diem expenses;
- travel costs, including local travel and ground transportation;
- distance from most attendees (if one area has a significant concentration of attendees, that location generally will be the most cost-effective option); and
- consideration of lower off-season rates or peak seasons.

(2) *Facility Selection.* Once a particular city is chosen as the site, a minimum of three venues in that city will be considered with the preference toward Government or military facilities that can meet the conference requirements. If no such Government or military facilities exist and a place of public accommodation (for example, a hotel) is chosen, the hotel must be on the national list of approved accommodations maintained by the Federal Emergency Management Agency (the Hotel-Motel National Master List is at <http://www.usfa.fema.gov/applications/hotel>). In addition, factors to be considered when selecting the venue for a conference include, but are not limited to:

- availability of on-post lodging;
- participation in the Lodging Success Program (for more information, visit http://www.armymwr.com/travel/lodging/lodging_success.aspx);
- willingness to exempt taxes for lodging;
- distance to the nearest major airport and the availability of free shuttle service;
- cost of the venue (if commercial space is to be rented);
- availability of rooms at or below the established per diem rate; and
- public perception. Although no venue may be categorically prohibited from selection solely because of its location, reputation or amenities, increased scrutiny must be applied when choosing resort-like locations to ensure true cost justification. The requester and approval authority must avoid the appearance that public funds are being expended in a careless, wasteful or unnecessarily extravagant manner.

(3) *Government and Military Facilities.* Consider Government facilities or military installations first when planning a conference. If a Government or military facility is not available or not suitable to meet the conference requirements, the request must include an explanation.

(a) Government and military locations may not be ruled out as a conference venue solely because the facility is not available on the exact dates the sponsor wants to hold the conference. Instead, efforts must be made to adjust the conference scheduling to fit the availability of Government or military facilities.

(b) Organizations must take into account the capacity of Government or military facilities when planning the size of the conference. Planners must make an effort to contain the size of the conference to the capacity of Government or military facilities closest to the majority of attendees, or explain in the conference request why doing so is not feasible if the goals of the conference are to be met.

(c) Commercial facilities will be used only when demonstrated to cost less than Government or military facilities, the facts establish that Government or military facilities are insufficient to host the event, or an overriding operational requirement necessitates use of a commercial facility.

(4) *Documentation.* Each command, organization or activity will document and maintain a record of the conference site selection process, including the costs of each alternative site and venue considered.

(5) *Local Policies.* All applicable local policies on site selection must be followed. For conferences in the National Capital Region, conference requesters must coordinate venue selection through OAA's Real Estate and Facilities - Army Directorate and, in accordance with U.S. General Services Administration policy, must obtain approval from the Director, Space Policy and Acquisition Division, Defense Facilities Directorate, Washington Headquarters Services to contract for short-term conference space.

b. Official Representation Funds. Requests to use official representation funds to purchase meals or refreshments for authorized guests, such as congressional delegations or foreign dignitaries, must be explained in the conference request. The request for official representation funds must be approved separately from the conference request and in accordance with AR 37-47 (Representation Funds of the Secretary of the Army).

c. Awards and Gifts. Conferences involving awards or gifts must follow all relevant award and gift policies.

d. Conference Planners. When appropriate and cost-effective, it is permissible to contract with an NFE for help in planning and executing a conference. However, enhanced scrutiny is necessary to ensure that no prohibited expenses are involved and

the conference circumstances do not create the appearance of Government impropriety.

e. Entertainment-Related Expenses. The OSD policy expressly prohibits entertainment-related expenses as part of DoD-hosted conferences. Approval authorities must ensure that funds, including those paid through travel disbursements or conference fees, are not used to pay these expenses. Prohibited expenses include:

- motivational speakers;
- musicians or entertainers (with the exception of military bands, as permitted by regulation);
- extraneous promotional items, decorations or other goods and services for participants that are unrelated to the purpose of the conference;
- tickets to recreational activities outside the conference setting; and
- audiovisual materials that do not offer substantive content.

f. Conference Fees. Title 10 U.S.C. § 2262 allows the Army to collect fees in advance of a conference, either directly or through a contractor, from individuals and commercial participants attending Army-hosted conferences. Such fees may only be used to offset the host organization's reasonable and allowable costs. Fiscal limitations on the expenditure of appropriated funds for conference expenses also apply to the use of collected fees. In addition, collected fees may not be used for an otherwise prohibited expense, such as paying for food for attendees not on TDY or for entertainment.

(1) Army conference hosts who use contractors, including those under no-cost contracts, to collect fees are permitted to structure the contracts to allow the contractors to offset from the collected fees the actual costs the contractor incurred (including its fee) to provide conference-related services. Contractor costs must be allowable costs authorized by the JFTR/JTR and other applicable laws and regulations.

(2) Fees that exceed the cost of hosting the conference must be deposited in the U.S. Treasury as miscellaneous receipts. Excess fees may not be retained or used for any other purpose.

(3) As required by DoD 7000.14-R (DoD Financial Management Regulation), Volume 12, chapter 32 (Collection and Retention of Conference Fees From Non-Federal Sources), all organizations must report the collection of conference fees. (Conference sponsors should contact their resource managers for further instructions.)

g. Honorariums and Speakers. In most cases, honorariums and fees for speakers are limited to \$2,000 a speaker. Refer to DoD 7000.14-R, Volume 10, chapter 12,

paragraph 1208 (Payments of Fees for Guest Speakers, Lecturers, and Panelists) for specific guidance on speaker fees.

h. Contracting Guidelines. The following provisions and guidelines apply:

(1) It is impermissible to commit the Government to the use of any facility, sign any agreement or otherwise obligate the Government for conference facilities or support before the approval authority approves the conference. Personnel may visit facilities, discuss space needs, collect pricing information, develop cost estimates, make tentative space reservations (only if at no cost and without any liability to the Government), and request other conference-related information. However, ***no contract or task order*** related to conference requirements ***will be awarded***, and ***no funds will be obligated*** for a conference ***until the conference has been approved***. Any actions and all documents related to the contract will be included with the conference request to assist decision making.

(2) A warranted contracting officer or, when authorized, a Government purchase cardholder must sign all conference-related contracts. Requirements will not be split to reduce costs to within the limits of the cardholder's authority. Personnel cannot make any commitment until a warranted contracting officer or, when authorized, a Government purchase cardholder signs a written agreement. ***Support contractors are not authorized to enter into contracts on behalf of the Government for conference arrangements.***

(3) An agreement signed by anyone other than a warranted contracting officer or, when authorized, a Government purchase cardholder is an unauthorized commitment. A Government employee who lacks the authority to bind the Government could be held personally liable if he or she signs an agreement for conference facilities or other conference support. Additionally, Government employees are prohibited from directing or recommending that a support contractor take any action that purports to bind the Government in any way.

(4) After approval of the conference, the requester will forward documentation of the approval to the servicing resource manager and contract procurement activity. The requester must give the contract procurement activity a funding document indicating the availability of funds and a performance work statement setting forth conference-related contract requirements. The requester must secure approval of the conference and forward funding and requirements documents in enough time to allow for the competitive procurement of conference support and/or facility contracts.

4. **Policies for Travel**. All DoD personnel traveling in conjunction with conference attendance are required to abide by the JFTR/JTR.

a. Defense Travel System. DoD has mandated use of the Defense Travel System for all Government travelers unless a waiver has been granted. Further, the Army requires that travelers using the Defense Travel System or other approved automated

travel system must list their travel as “conference” in the purpose field and select the appropriate conference name in the dropdown box. If the conference name is not available, select “Other” and fill in the full, unabbreviated conference name.

b. Travel Certification Statements. As required by the JFTR/JTR, individuals must attest that the proposed TDY travel is essential by including the following statement on their DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) or in the Defense Travel System request for authorizations/orders:

The travel objective cannot be satisfactorily accomplished less expensively by alternate methods (correspondence, secure video teleconferencing or other Web-based communication).

This statement must be supported by data in the cost-benefit analysis and, as appropriate, by previous AARs or closeout reports for recurring conferences.

c. Tax-Exempt Status. Conference participants will request the tax exemption of lodging as appropriate. Information about tax exemption in individual States may be found at <https://smartpay.gsa.gov/about-gsa-smartpay/tax-information/state-response-letter>.

d. Rental Vehicles. Conference planners must be aware of decisions that would require or encourage attendees to request rental vehicles (such as offsite activities). When necessary, shuttle buses or taxis will be used to reduce the need for individual rental vehicles. Any individual request for rental cars must be preauthorized on travel orders. When rental cars are used, expenses must be minimized, such as by maximizing the number of passengers in a vehicle.

e. Government-Provided Meals, Per Diem and Refreshments. In general, meals and refreshments are a personal expense; however, please note:

(1) *Government-Provided Meals*. Meals provided via Government contract or Government-funded conference fees are considered Government-provided meals. The JFTR/JTR states that light refreshments served during meal hours constitute a Government-provided meal. Travel approval authorities of personnel attending conferences should verify whether meals are included in registration fees to ensure that travelers properly annotate their vouchers and are not incorrectly reimbursed for meals that were Government-funded. The cost of meals the Government provides must not exceed the per diem (meals component) for that location.

(2) *Per Diem*. When the Government provides meals, attendees must be instructed to appropriately annotate the Government-funded meals on their travel vouchers. If the Government funds one or two meals, the attendee must receive the proportional meal rate (PMR). If PMR is used, the cost of meals the Government provides plus PMR must not exceed the per diem rate (meal component) for that location. If the Government funds all meals, the traveler will be reimbursed only the

incidental expenses component on those days. This applies even if an attendee chooses not to take the provided meal(s) or refreshment(s).

(3) *Refreshments*. Refreshments at conferences are a personal expense and may not be funded with appropriated funds (other than official representation funds or other funds specifically authorized for this use) or nonappropriated funds, unless the refreshments are nonsegregable (that is, they cannot be eliminated from the conference venue contract or registration fee) and nonnegotiable (that is, the venue will not offer a lower rate if refreshments are not provided).

f. Actual Expense Allowance (AEA). **Generally, AEA is prohibited.** All attendees are expected to obtain lodging at or below the established General Services Administration per diem rate for that locale, in accordance with Office of Management and Budget guidance. If a conference is held at a commercial facility that does not honor the Government per diem rate, attendees are expected to locate nearby hotels that do honor the rate. AEA will be authorized only in very rare circumstances. The conference request must clearly state that AEA is requested and include justification for the request, and the accompanying legal review must specifically address the sufficiency of the justification. The approval memorandum must state whether AEA is approved or disapproved. If the approval authority specifically authorizes AEA, individual agencies sending Army attendees may approve AEA on attendee travel orders. Only the approval authority may authorize AEA for conference attendance.

g. Local TDY. **Generally, local TDY is discouraged.** Lodging and meals provided to local attendees (those not in TDY status) at Government expense are seldom authorized. All requests for lodging and/or meals for local attendees must be specifically addressed in the conference request and supporting written legal review to be approved by the appropriate conference approval authority.

h. Permissive TDY or Annual Leave. Personnel must use discretion while attending conferences in an unofficial capacity. While military personnel are on permissive TDY or civilians are on annual leave, they generally may not make official speeches or appear to represent the Army while making public presentations. Consult your legal or ethics advisor for guidance on conference attendance while in a permissive TDY or leave status.

i. Travel by Non-DoD Personnel

(1) *Contractors*. Travel costs for Government contractors and contractor employees are governed by the rules in the Federal Acquisition Regulation § 31.205-46. A contractor is not eligible for an invitational travel authorization during the execution of a contract. Contractor attendees cannot receive per diem or be reimbursed for travel and/or travel-related expenses, except as specified in the contract. Contractor attendance will be billed pursuant to the appropriate contract.

(2) *Spouses*. Every instance of accompanied spouse travel represents an exception to policy. Therefore, as a general rule, spouses may not be placed on invitational travel authorizations to accompany Army personnel on official business at Government expense. Further, spouses are authorized per diem only for events the AASA has designated as Service Endorsed Training. Refer to Army Directive 2007-01 (Policy for Travel by Department of the Army Officials) or the prevailing Army travel policy for more information on spouse travel. ***The SA or USA must approve all conferences, regardless of cost, that include Government-funded spouse travel.***

(3) *Statutory Volunteers*. At times, statutory volunteers may be issued invitational travel authorizations to participate in a conference. Statutory volunteers are a limited category of volunteers authorized by Federal statute (10 U.S.C. § 1588) and approved by the appropriate official to provide services in certain DoD activities, such as morale, welfare and recreation functions; Family programs; museums; chaplain programs; and child care. These individuals are not authorized to be issued invitational travel authorizations simply to attend a conference at Army expense. They must have been invited to speak or otherwise take part in the conference based on their expertise in a particular subject matter of interest to conference attendees. Contact your legal advisor for more information on statutory volunteers.

5. Army Conferences Held in Conjunction With Non-Federal Entities. At times, the Army and an NFE may concurrently or sequentially host separate events in the same location.

a. General Policy. These conferences must abide by the requesting, hosting and travel policies for all Army-hosted conferences. Approval must be obtained at the appropriate level for both the Army-hosted event and attendance at the non-DoD-hosted event. The Army-hosted request must include enough details about the NFE event to ensure that the approval authority can make an informed decision.

b. Additional Policy Considerations. Army and NFE events will be separate and distinct; they will not be comingled. All official Army activities, including award ceremonies and outbriefings, will be held as part of the Army conference and will not be scheduled so that Army personnel must attend events hosted by an NFE. For example, Army conference activities will not be scheduled immediately before and after an NFE event (known as “bookending”) to create a captive audience for the NFE conference. Moreover, the Army conference will not be scheduled or the venue chosen to accommodate, benefit or promote attendance at the NFE event.

(1) Holding an Army conference at the same location as an NFE event does not relieve the Army conference sponsor of the requirement to comply with applicable law, regulation and policy, including the provisions of this directive. The Army requester must still demonstrate that a thorough site selection was made and justify the final choice of city and venue.

(2) Non-DoD organizations may not provide services, facilities or support to an Army conference unless the support has been acquired through normal acquisition procedures or the event is cosponsored.

(3) Army personnel will not officially sanction a non-DoD event. Senior leaders must use caution when distributing information about non-DoD conferences so that they do not appear to officially endorse the conference.

6. Cosponsored Conferences. On occasion, an Army command, organization or activity may cosponsor an event with a non-DoD organization. The Army is a cosponsor of an event when an Army command, organization or activity develops the substantive aspects of the event or provides substantial logistical support, as defined by the JER, or the ***Army provides 50 percent or more of the speakers at a single conference***. Cosponsored conferences must abide by the requesting, hosting and travel policies for all Army-hosted conferences. The approval authority for a cosponsored conference is the same as for an Army-hosted conference.

a. Types of Cosponsorships

(1) *Cosponsorships With Other U.S., Foreign or Multigovernment Organizations.* These conferences may be cosponsored with other DoD, non-DoD, Federal, State, or local municipalities or multigovernment organizations (such as NATO). Although many provisions of the JER do not apply to these types of cosponsored events, hosts should enter into written agreements to detail what support each party will provide to the conference (resources, services in kind, and so on). These conferences are considered Army-hosted conferences and must abide by relevant Army policies. Approvals of these events are based on the cost of the conference, as outlined in paragraph 2a on page 10. If participants will attend a non-Army cosponsored event, the policy on non-DoD conference attendance applies.

(2) *Cosponsorships With an NFE (Other Than Above).* NFEs can include associations, societies, nonprofit organizations, charities, and so on. Because the Army does not control all aspects of the planning, use caution to ensure compliance with policy.

(a) OSD policy requires “enhanced scrutiny” of all conferences cosponsored with an NFE. Requesters and approval authorities must ensure that they do not create the appearance of Government impropriety or of endorsing or providing preferential treatment to the NFE.

(b) In addition, the JER requires written agreements for conferences cosponsored with an NFE. These agreements must be reviewed by the sponsor’s ethics advisor and forwarded to the Designated Deputy Agency Ethics Official or his/her designated officials for action under the JER. ***Approval of the cosponsorship agreement is separate and distinct from approval of the conference.***

(c) Army personnel may not officially endorse the NFE cosponsor(s) or its activities.

(d) Army personnel may not show preferential treatment to similar NFEs that have a demonstrable interest in the subject matter of the conference. Generally, this means no preferential treatment for one NFE over another.

(e) It must not appear that the NFE cosponsor's role in or support of the conference will improperly influence Army personnel in other official matters the NFE may have an interest in.

(f) The conference cannot be a profit-making endeavor for the NFE cosponsor(s), including any vendor exhibition.

(g) When an Army command, organization or activity cosponsors a conference and the cosponsor incurs costs, the cosponsor is permitted to collect registration fees from non-Federal attendees to cover its costs. Cosponsors who collect fees from Army attendees or comingle fees collected from non-Federal and Army attendees will comply with the provisions in 10 U.S.C. § 2262. If a varied conference fee structure is used (certain categories of attendees pay different amounts), no individual category of attendees will bear an unreasonable burden of the costs.

SECTION 3—NON-DOD-HOSTED CONFERENCES

1. **Introduction.** This section details specific policies for requesting attendance at non-DoD-hosted conferences and travel and attendance at non-DoD-hosted conferences. Policies in this section are not exhaustive. Organizations *must also abide by reporting requirements outlined in section 1, paragraph 7*, command-specific travel, training and conference policies; and relevant policies found in enclosure 2.

2. Requests to Attend Non-DoD Conferences

a. **Approvals.** Fully coordinated conference requests will be staffed through the chain of command to the approval authority **at least 30 days before the start date** of the conference or before the obligation of nonrefundable funds (such as registration fees) regardless of approval authority. In accordance with OSD policy, all approvals must be written and kept on file for 5 years. Approval authorities are as follows:

| Conference Criteria | Approval Authority* |
|-----------------------|---|
| Costs ≥ \$50,000. | SA/USA |
| Costs up to \$50,000. | <p>CSA, VCSA: HQDA Offices of the CSA, VCSA, DAS and SMA; ASCCs; DRUs reporting directly to the CSA (currently U.S. Army Military District of Washington, U.S. Army Test and Evaluation Command, U.S. Military Academy, U.S. Army War College).</p> <p>CG, FORSCOM: Organizations and activities reporting to FORSCOM.</p> <p>CG, TRADOC: Organizations and activities reporting to TRADOC.</p> <p>CG, AMC**: Organizations and activities reporting to AMC.</p> <p>AASA: All other Army organizations not reporting directly to others.</p> |
| Cost < \$10,000. | Heads/Commanders of DRUs and ASCCs (headed by GO or SES); CG/DCG of ACOMs; HQDA Principal Officials; Principal Deputy ASA (ALT). |

Section 3, Table 2a

* For OCAR and USARC approvals, see page 8.

** Military Surface Deployment and Distribution Command will report through AMC.

b. Process

(1) All conference requests must use the OAA-approved non-DoD attendance request template located on the OAA Conference home page.

(2) Staff all requests through the chain of command to the approval authority and make sure the request is signed or endorsed one level lower than the approval authority (for example, an Assistant Secretary will endorse requests requiring SA signature). For conferences requiring AASA or SA approval, after signature or endorsement, the command, organization or activity conference manager will submit the request to OAA. OAA will accept requests only from conference managers to ensure proper routing, approval and reporting.

(3) All requests must abide by the OAA-directed timelines. Approval authorities may return without action any requests not meeting these timelines.

(4) All requests must certify that hosting or attending the event is mission-critical for all proposed attendees. In addition to this statement, the request **must provide sufficient information to fully substantiate and justify how the event is mission-critical for all proposed attendees.**

(5) Attendees must be kept to the minimum mission-critical number. Every attendee and every member of the support staff must be justified as mission-critical. Aides and executive officers provide unique and important support to their principals while in a travel status. However, consistent with the mission-critical standard, senior officials should seek to limit attendance of aides, executive officers and similar personal staff as possible.

(6) All travelers must abide by Army, DoD and Federal travel policies. Obtaining approval of the conference does not negate the need for the requester to obtain approval of the travel.

c. Policy. The **required template** for all non-DoD-hosted conference requests is available on OAA's Army Conference home page. Failure to provide detailed information or explanations may result in a delayed decision, the request returned without action or disapproval. For conferences requiring the SA's or USA's approval, OAA may assign a conference lead. This lead is responsible for generating a single conference request and AAR for all Army participation and for maintaining conference-related documents on file for 5 years, or as mandated by Army records management. In addition to the required fields on the request template, note the following:

(1) *Dates*. The dates of the conference will include travel days.

(2) *Purpose and Justification*. The justification for attending the conference must overcome the presumption that face-to-face collocation of personnel is not necessary. The request must contain a statement certifying that attending the event is mission-critical and fully substantiate how it is mission-critical for all proposed attendees. The request also needs to clearly address how attending the conference will further the Army's mission.

(3) *Estimated Total Costs*. The Army requires use of the cost estimation table in the request template because it provides detailed costs and calculations. The following costs are exempt from conference cost calculations:

- Federal employee time for attendance at the conference or time while traveling, and
- costs associated with use of Government-owned transportation.

(4) *Attendees*. Using the required template, provide a breakdown of attendees, including the rationale and criteria applied to scope the attendee population, and the mission-critical justification for the requested number of attendees. The attendance numbers must include all participants, including support staff, aides, guest speakers and presenters. The request must provide enough information about each attendee to demonstrate that their participation is mission-critical, not offer a generic mission-critical determination for some general level of Army participation.

d. Additional Requirements for Requests. Each request must also include the agenda and legal review as enclosures.

(1) *Agenda*. The agenda must be substantive and span the proposed conference from start to finish; list planned speakers, programs and other activities; and identify any after-hour events or activities.

(2) *Legal Review.* All conferences require a legal review. The legal review must address all fiscal, ethics, contracting and travel issues, including a comprehensive assessment of whether the conference complies with applicable regulations and Army policy. Any legal objections must be mitigated before submission of the conference request. Although no required format is prescribed, a recommended template for the legal review is available on OAA's Army Conference home page. Use of this template will help ensure that the legal review is sufficiently comprehensive to cover all areas of concern.

3. Policies for Attendance and Travel. All DoD personnel traveling in conjunction with conference attendance are required to abide by the JFTR/JTR.

a. Defense Travel System. DoD has mandated use of the Defense Travel System for all Government travelers unless a waiver has been granted. Further, the Army requires that travelers using the Defense Travel System or other approved automated travel system must list their travel as "conference" in the purpose field and select the conference name in the dropdown box. If the conference name is not available, select "Other" and fill in the full, unabbreviated conference name.

b. Travel Certification Statements. As required by the JFTR/JTR, individuals must attest that the proposed TDY travel is essential by including the following statement on their DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) or in the Defense Travel System request for authorizations/orders:

The travel objective cannot be satisfactorily accomplished less expensively by alternate methods (correspondence, secure video teleconferencing or other Web-based communication).

This statement must be supported by data in the cost-benefit analysis and, as appropriate, by previous AARs for recurring conferences.

c. Tax-Exempt Status. Conference participants will request the tax exemption of lodging as appropriate. Information about tax exemption in individual States is available at <https://smartpay.gsa.gov/about-gsa-smartpay/tax-information/state-response-letter>.

d. Participation in International Events. During this period of constrained resources, special scrutiny is required for international conferences. Approval authorities will apply the same strict mission-critical standard as for all conferences and will ensure that the intended benefit for the event cannot be met through other means.

e. Registration Fees. Often, non-DoD-hosted conferences charge registration fees for participation that include lavish meals, socials and other entertainment events. The requesting organization is responsible for contacting the conference host and requesting a "no frills" registration fee that does not include any unnecessary expenses to the Army.

f. Entertainment-Related Expenses. OSD policy requires approval authorities to ensure that funds, including those paid through travel disbursements or conference fees, are not used to pay for prohibited expenses.

(1) Examples of prohibited expenses include:

- motivational speakers;
- musicians or entertainers (with the exception of military bands, as permitted by regulation);
- extraneous promotional items, decorations or other goods and services for participants that are unrelated to the purpose of the conference;
- tickets to recreational activities outside the conference setting; and
- audiovisual materials that do not offer substantive content.

(2) Although this prohibition is specific to Army- and DoD-hosted conferences, OSD policy states that conference approval authorities must use their best judgment when approving participation in non-DoD conferences when the registration fee may be used to offset types of expenses that would be prohibited for a DoD-hosted conference. In such cases, approval authorities must balance the value of the conference against the elevated risk of an appearance of impropriety and weigh whether DoD participation is truly appropriate and necessary. Approval authorities should instruct attendees not to attend inappropriate events conducted during the conference.

g. Government-Provided Meals and Per Diem

(1) *Government-Provided Meals.* Meals provided via Government-funded registration fees are considered Government-provided meals. The JFTR/JTR states that light refreshments served during meal hours, if included in Government-funded registration fees, constitute a Government-provided meal. Travel approval authorities for personnel attending non-DoD conferences should verify whether meals are included in registration fees to ensure that travelers properly annotate their vouchers and are not incorrectly reimbursed for meals that were Government-funded. The cost of meals the Government provides must not exceed the per diem (meals component) for that location.

(2) *Per Diem.* When the Government provides meals, attendees must be instructed to appropriately annotate the Government-funded meals on their travel vouchers. If the Government funds one or two meals, the attendee must receive PMR. If PMR is used, the cost of meals the Government provides plus PMR must not exceed the per diem rate (meal component) for that location. If the Government funds all meals, the traveler will be reimbursed only the incidental expenses component on those days. This applies even if an attendee chooses not to take the provided meal(s) or refreshment(s).

h. Actual Expense Allowance. Generally, ***AEA is prohibited***. All attendees are expected to obtain lodging at or below the established General Services Administration per diem rate for that locale, in accordance with guidance from the Office of Management and Budget. If a conference is held at a commercial facility that does not honor the Government per diem rate, attendees are expected to locate nearby hotels that do honor the rate. AEA will be authorized only in very rare circumstances. The conference request must clearly state that AEA is requested and include justification for the request, and the accompanying legal review must specifically address the sufficiency of the justification. The approval memorandum must state whether AEA is approved or disapproved. If the approval authority specifically authorizes AEA, individual agencies sending Army attendees may approve AEA on attendee travel orders. Only the approval authority may authorize AEA for conference attendance.

i. Rental Vehicles. When necessary, shuttle buses or taxis will be used to reduce the need for individual rental vehicles. Any individual request for rental cars must be preauthorized on travel orders. When rental cars are used, expenses must be minimized, such as by maximizing the number of passengers in a vehicle.

j. Local TDY. ***Generally, local TDY is prohibited***. Lodging and meals provided to local attendees (those not in a TDY status) at Government expense are seldom authorized. All requests for lodging and/or meals for local attendees must be specifically addressed in the conference request and supporting written legal review to be approved by the appropriate conference approval authority.

k. Continuing Education Units. The Army is authorized to pay for training that results in continuing education units, as well as the expenses associated with them, such as exams or processing fees. The training must directly benefit the Army, and the conference request must explain the benefit the Army will receive by sending the attendee(s) to the training event. The Assistant Secretary of the Army (Manpower and Reserve Affairs) is the proponent for the Army Credentialing Program; consult the Office of the Assistant Secretary and/or the Office of the Deputy Chief of Staff, G-3/5/7 for training guidance.

l. Army Speakers or Panel Members. Army personnel serving as speakers or panel members at conferences or other events sponsored by an NFE must comply with the JER, chapter 3, section 2 (Official Participation in Non-Federal Entities) in addition to this policy. Speakers and panelists must take care to safeguard and prevent the dissemination of Army procurement, technology, classified and nonpublic information and must make sure they do not appear to endorse the NFE. ***(See section 1, paragraph 4b for information on speaker percentages and cosponsorship rules.)*** Approval authorities should consult with their legal advisor before authorizing participation at an NFE conference as a speaker or panel member. Attendance must be approved in accordance with paragraph 2 of this section, depending on the cost of the conference. Special consideration for speaking engagements received outside the normal processing time may be accepted by OAA.

m. Permissive TDY or Annual Leave. Personnel must use discretion while attending conferences in an unofficial capacity. While military personnel are on permissive TDY or civilians are on annual leave, they generally may not make official speeches or appear to represent the Army while making public presentations. Consult your legal or ethics advisor for guidance on conference attendance while in a permissive TDY or leave status.

n. Travel and Fees Funded by Others

(1) *1353 Travel.* On occasion, a non-DoD entity may offer to provide travel benefits to Army personnel participating in a non-DoD conference. If certain conditions are met, the travel approval authority may accept such travel benefits on behalf of the Army under the authority of 31 U.S.C. § 1353. All “1353 travel” benefits represent a gift to the Army. Solicitation of such travel benefits by any Army member or office is strictly prohibited.

(a) NFEs sometimes waive the registration fee to attend their conference for speakers, panel members and all Government or military personnel attending the conference. Unless the offer of travel benefits includes all possible reimbursable official travel costs (such as registration fees, airfare, lodging, meals, airport parking, and incidentals), you must follow the processing, approval and reporting requirements of this directive.

(b) In addition, 1353 travel benefits may only be accepted when attending the event in an official travel status. Approval authorities must receive written concurrence from their ethics counselor before approving acceptance of 1353 travel benefits, and any such approval must be issued in writing before the travel starts.

(c) Finally, within 30 days of completing the travel, the traveler must coordinate and file with their ethics counselor a report of all travel payments received from the NFE under 31 U.S.C. § 1353.

(2) *Non-DoD Federal Agencies.* Other Federal agencies external to DoD may offer to provide travel benefits to Army personnel in exchange for their participation in their official capacity. The offer can be accepted, if appropriate, under the terms of the Economy Act. Contact your assigned legal advisor as soon as an offer is received.

o. Travel by Non-DoD Personnel

(1) *Contractors.* Travel costs for Government contractors and contractor employees are governed by the rules in the Federal Acquisition Regulation § 31.205-46. A contractor is not eligible for an invitational travel authorization in the execution of a contract. Contractor attendees cannot receive per diem or be reimbursed for travel and/or travel-related expenses, except as specified in the contract. Contractor attendance will be billed pursuant to the appropriate contract.

(2) *Spouses.* Every instance of accompanied spouse travel represents an exception to policy. Therefore, as a general rule, spouses may not be placed on invitational travel authorizations to accompany Army personnel on official business at Government expense. Further, spouses are authorized per diem only for events the AASA has designated as Service Endorsed Training. Refer to Army Directive 2007-01 or the prevailing Army travel policy for more information on spouse travel. ***The SA or USA must approve all conferences, regardless of cost, that include Government-funded spouse travel.***

(3) *Statutory Volunteers.* At times, statutory volunteers may be issued invitational travel authorizations to participate in a conference. Statutory volunteers are a limited category of volunteers authorized by Federal statute (10 U.S.C. § 1588) and approved by the appropriate official to provide services in certain DoD activities, such as morale, welfare and recreation functions; Family programs; museums; chaplain programs; and child care. These individuals are not authorized to be issued invitational travel authorizations simply to attend a conference at Army expense. They must have been invited to speak or otherwise take part in the conference based on their expertise in a particular subject matter of interest to conference attendees. Contact your legal advisor for more information on statutory volunteer status.

SECTION 4—EXEMPTIBLE CONFERENCES

1. **Introduction.** OSD allows certain types of events to be exempted from the conference policy, even if the event displays indicia of a conference. Army makes a distinction between events that generally are not conferences (and are therefore explicitly exempt from the policy) and those that exhibit sufficient indicia of a conference and require a more thorough review to determine whether an event should appropriately be exempted or processed as a conference. Exemptions may be granted only when a clear determination can be made. OAA and legal counsel can assist in that determination if it is unclear. This section details specific policies for exempting certain events from this policy. The policies stated here are not exhaustive; attendees must abide by all relevant policies found in enclosure 2.

2. Requests to Exempt a Conference

a. Types of Exemptions

(1) *Explicit Exemptions.* This next table shows the events that generally are not conferences and are therefore explicitly exempt from the policy in this directive. If an event clearly meets the criteria, no further action is required in accordance with this policy. However, all other relevant policies, such as travel policies, must be followed. If any indecision exists about whether an event meets the criteria or not, the event should be processed as a conference.

| Exemption Criteria | Comments | Exemptible By |
|---|---|---|
| Meetings necessary to carry out statutory command and staff oversight functions. This exemption would include activities such as investigations, inspections, audits or nonconference planning site visits. | These events generally are not conferences . If determined not to be a conference, no further exemption is required. Contact your legal advisor for advice. | Explicitly exempted from this policy. Proceed in accordance with your command guidance. |
| Formal classroom training held in a Government or military facility or educational institution. This exemption would include activities such as regular courses of instruction or training seminars, or other recurring training. | These activities may be offered by Government organizations; institutions of higher learning or professional licensure and certification; or other training entities. | Explicitly exempted from this policy. Proceed in accordance with your command guidance. |
| Change of command, official military award, funeral or other such ceremonies. | These events generally are not conferences . However, conferences may include award ceremonies or be held in conjunction with changes of command. Contact your legal advisor for advice. | Explicitly exempted from this policy. Proceed in accordance with your command guidance. |
| Meetings of advisory committees subject to DoD Instruction 5105.04 (Department of Defense Federal Advisory Committee Management Program) where membership consists of one or more individuals who are not full-time or permanent Federal officers or employees. | These events are strictly regulated in accordance with the Federal Advisory Committee Act, General Services Administration rules and DoD oversight. See DoD Instruction 5105.04 for more information. | Explicitly exempted from this policy. Proceed in accordance with your command guidance. |

Section 4, Table 2a

(2) *Exemptions Requiring Approval.* This next table shows events that have sufficient indicia to require a formal process to make a determination decision on either an exemption or a conference. Use the exemption determination tool available on the OAA Army Conference home page to assist in your determination and document your decision. Although this tool may serve as both the exemption request and approval, decision makers may need additional information, especially on higher cost or more complex events. Exemptions may be granted only when a clear determination can be made. If in doubt process the event as a conference.

| Exemption Criteria | Comments | Decision Factors | Exemptible By |
|--|---|---|--|
| Meetings to consider internal agency business matters. This exemption would include activities such as meetings that take place as part of an organization's regular course of business. | Many of these events are not conferences . Contact your legal advisor for advice. | Costs <\$100,000 AND Held in a Government or military facility. | Heads/Commanders of DRUs and ASCCs (headed by GO or SES); CG/DCG of ACOMs; HQDA Principal Officials; Principal Deputy ASA (ALT); DAASA*. |
| | | Costs \$100,000-\$500,000 OR held in a commercial facility (such as a hotel). | CSA, VCSA and DAS**; CGs of, FORSCOM, TRADOC and AMC; AASA***. |
| | | Costs > \$500,000 | AASA. |
| Bilateral and multilateral international cooperation engagements. | Includes activities such as international military education and training events, traditional commander's activities and other regional assistance programs. | Costs <\$100,000 AND held in a Government or military facility. | Heads/Commanders of DRUs and ASCCs (headed by GO or SES); CG/DCG of ACOMs; HQDA Principal Officials; Principal Deputy ASA (ALT); DAASA. |
| | | Costs \$100,000-\$500,000 OR held in a commercial facility (such as a hotel). | CSA/VCSA/DAS; CGs of, FORSCOM, TRADOC and AMC; AASA. |
| | | Costs > \$500,000 | AASA. |
| Events where the primary purpose of DoD's participation is military or civilian recruiting and/or recruitment advertising. | | Costs < \$50,000 | Heads/Commanders of DRUs and ASCCs (headed by GO or SES); CG/DCG of ACOMs; HQDA Principal Officials; Principal Deputy ASA (ALT); DAASA. |
| | | Costs > \$50,000-\$500,000 | CSA, VCSA and DAS; CGs of, FORSCOM, TRADOC and AMC; AASA. |
| | | Costs > \$500,000 | AASA. |
| Formal classroom training held in a commercial facility. This exemption would include activities such as regular courses of instruction or training seminars. | These activities may be offered by Government organizations; institutions of higher learning, professional licensure and certification; or other training entities. | | Not exemptible; obtain conference approval from the appropriate conference approval authority outlined in section 1, table 6b. |
| Meetings necessary to carry out planning or execution of operational or operational exercise activities, or predeployment, deployment or post-deployment activities. | Includes activities such as planning and preparation for, as well as execution of, war games, military exercises and operational deployments. | Costs <\$100,000 AND held in a Government or military facility. | Heads/Commanders of DRUs and ASCCs (headed by GO or SES); CG/DCG of ACOMs; HQDA Principal Officials; Principal Deputy ASA (ALT); DAASA. |
| | | Costs \$100,000-\$500,000 OR held in a commercial facility (such as a hotel). | CSA, VCSA and DAS; CGs of, FORSCOM, TRADOC and AMC; AASA. |
| | | Costs > \$500,000 | AASA. |

Section 4, Table 2b

* Deputy AASA (DAASA): All other Army organizations not reporting directly to others.

** CSA, VCSA and DAS: HQDA Offices of the CSA, VCSA, DAS and SMA; ASCCs; and DRUs reporting directly to the CSA, such as Military District of Washington, Test and Evaluation Command, United States Military Academy, United States Army War College.

*** AASA: All other Army organizations not reporting directly to others.

b. Exemption Process. When an event is found to meet the criteria in table 2b, an exemption determination using the exemption determination tool is required.

(1) *Staffing.* Fully coordinated conference exemption requests will be staffed through the chain of command to the exemption determination authority **at least 30 days before the start date for non-DoD-hosted conferences or 60 days before the start date for Army-hosted conferences** or earlier to meet suspense dates for the nonrefundable commitment of funds (such as contracts or registration fees) regardless of the exemption determination authority. Exemptions may be granted only when a clear determination can be made.

(2) *Request Requirements*

(a) Exemption Request. The **required format** for all exemption requests is available on the Army Conference home page. Failure to provide detailed information or explanations may result in a delayed decision, the request returned without action or disapproval. In addition to the exemption determination tool, endorsers or decision makers may require additional information, especially on higher cost or more complex event. A more thorough narrative may be requested for those. However, all requests will include:

- details, such as dates, location, purpose, number of attendees, and estimated costs;
- specific exemption sought and a detailed justification and explanation why the exemption applies;

(b) Agenda. All requests must include a substantive agenda spanning the entire conference;

(c) Legal Review. All requests require a legal review. The legal review must address all fiscal, ethics, contracting and travel issues, including a comprehensive assessment of whether the conference complies with applicable regulations and Army policy. OAA-approved templates for a legal review are on the OAA Army Conference home page.

(d) Endorsement. If the exemption determination is at the AASA level or approval is based on the authority in table 2b, your commanding general or Principal Official must endorse the determination.

(3) *Reporting.* Exemptions must be reported in accordance with section 1, paragraph 7.

3. Policies for Exemption. Even when an event is exempted, all attendees must abide by other relevant policies, including Army, DoD and Federal travel policies.

REFERENCES

1. Public Law 113-6 (Consolidated and Further Continuing Appropriations Act, 2013)
<http://www.gpo.gov/fdsys/pkg/PLAW-113publ6/html/PLAW-113publ6.htm>
2. 5 U.S.C. § 5703 (Per diem, travel, and transportation expenses; experts and consultants; individuals serving without pay)
<http://www.gpo.gov/fdsys/granule/USCODE-2011-title5/USCODE-2011-title5-partIII-subpartD-chap57-subchapl-sec5703/content-detail.html>
3. 10 U.S.C. § 1588 (Authority to Accept Certain Voluntary Services)
<http://www.gpo.gov/fdsys/granule/USCODE-2010-title10/USCODE-2010-title10-subtitleA-partII-chap81-sec1588/content-detail.html>
4. 10 U.S.C. § 2262 (Department of Defense conferences: collection of fees to cover Department of Defense costs)
<http://www.gpo.gov/fdsys/granule/USCODE-2010-title10/USCODE-2010-title10-subtitleA-partIV-chap134-subchapl-sec2262/content-detail.html>
5. 31 U.S.C. § 1353, Acceptance of travel and related expenses from non-Federal sources
<http://www.gpo.gov/fdsys/granule/USCODE-2011-title31/USCODE-2011-title31-subtitleII-chap13-subchaplIII-sec1353/content-detail.html>
6. 31 U.S.C. § 1535 (Agency agreements) (known as the Economy Act of 1932, as amended)
<http://www.gpo.gov/fdsys/pkg/USCODE-2011-title31/pdf/USCODE-2011-title31-subtitleII-chap15-subchaplIII-sec1535.pdf>
7. 5 C.F.R. § 410.404 (Determining if a conference is a training activity)
<http://www.gpo.gov/fdsys/pkg/CFR-2013-title5-vol1/xml/CFR-2013-title5-vol1-sec410-404.xml>
8. Federal Acquisition Regulation § 31.205-46 (Travel costs)
<http://www.gpo.gov/fdsys/pkg/CFR-2010-title48-vol1/pdf/CFR-2010-title48-vol1-sec31-205-46.pdf>
9. Joint Federal Travel Regulations, Volume 1
[http://www.defensetravel.dod.mil/Docs/perdiem/JFTR\(Ch1-10\).pdf](http://www.defensetravel.dod.mil/Docs/perdiem/JFTR(Ch1-10).pdf) and
<http://www.defensetravel.dod.mil/Docs/perdiem/Appendices.pdf>
10. Joint Travel Regulations, Volume 2
[http://www.defensetravel.dod.mil/Docs/perdiem/JTR\(Ch1-7\).pdf](http://www.defensetravel.dod.mil/Docs/perdiem/JTR(Ch1-7).pdf)

11. DoD 5500.07-R (Joint Ethics Regulation (JER)), March 23, 2006.
<http://www.dtic.mil/whs/directives/corres/pdf/550007r.pdf>
12. DoD 7000.14-R (DoD Financial Management Regulation); Volume 10 (Contract Payment Policy), chapter 12 (Miscellaneous Payments), June 2012
http://comptroller.defense.gov/fmr/current/10/Volume_10.pdf
13. DoD 7000.14-R (DoD Financial Management Regulation); Volume 12 (Special Accounts, Funds and Programs); chapter 32 (Collection and Retention of Conference Fees From Non-Federal Sources), July 2009
http://comptroller.defense.gov/fmr/12/12_32.pdf
14. Army Directive 2007-01 (Policy for Travel by Department of the Army Officials), 25 Jan 2007
http://www.apd.army.mil/pdf/AD2007_01.pdf
15. AR 37-47 (Representation Funds of the Secretary of the Army), 18 September 2012
http://armypubs.army.mil/epubs/pdf/r37_47.pdf
16. AR 1-100 (Gifts and Donations), 15 Nov 83
http://www.apd.army.mil/pdf/AR1_100.pdf
17. AR 380-5 (Department of the Army Information Security Program), 29 September 2000
http://www.apd.army.mil/pdf/AR380_5.pdf
18. AR 380-10 (Foreign Disclosure and Contacts with Foreign Representatives), 22 June 2005
http://www.apd.army.mil/pdf/AR380_10.pdf
19. AR 600-8-22 (Military Awards), 24 Jun 13
http://www.apd.army.mil/pdf/AR600_8_22.pdf
20. Memorandum, Secretary of Defense, Dec 27 2010, subject: Consideration of Costs in DoD Decision-Making
<https://dap.dau.mil/policy/Lists/Policy%20Documents/Attachments/3257/OSD14152-10.pdf>
21. Memorandum, Deputy Chief Management Officer, 6 Nov 2013, subject: Implementation of Updated Conference Oversight Requirements
<http://dcmo.defense.gov/products-and-services/conference-policies-controls/index.html>
22. Memorandum, Secretary of the Army, 04 Apr 2013, subject: Mission-Critical Constraints on Official Travel
http://armypubs.army.mil/epubs/SecArmy_Collection_1.html

23. Memorandum, SAFM, May 17 2011, subject: Guidance for Consideration of Costs in Army Decision-Making
(http://armypubs.army.mil/epubs/asa_fm_collection_1.html)

24. DoD Cost Guidance Portal
(<https://www.cape.osd.mil/CostGuidance/>)

25. Army Conference portal
(<https://securecac.hqda.pentagon.mil/oaacustomer/conferences.aspx>)
This site contains all conference-related templates as well as useful reference information:

- Army-hosted conference request template,
- non-DoD conference request templates,
- request for exemption from the Army conference policy,
- conference AARs ,
- legal review template (optional), and
- proportional meal rate example.

26. Army Lodging Success Program
(http://www.armymwr.com/travel/lodging/lodging_success.aspx)

27. Hotel-Motel National Master List
(<http://www.usfa.fema.gov/applications/hotel/>)