SECRETARY OF THE ARMY
WASHINGTON

14 OCT 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Directive 2011-20 (Department of the Army Conferences)

1. It is imperative that the Department of the Army exercise strict fiscal responsibility in planning and executing our programs and activities, including conferences. Changing the "business as usual" mindset as it relates to conferences is the right thing to do and is even more imperative in the current environment of declining resources. Simply put, we must implement more cost-effective and efficient methods to train, plan, collaborate and disseminate information. Experience has shown that conferences are an expensive means of accomplishing these goals. When it is determined that only a conference will suffice to accomplish official business, I will hold you accountable for ensuring that all conference-related events comply with law, regulation and policy and for exercising strict fiscal discipline in organizing and administering the conference.

2. The policy at enclosure 1 is effective immediately. It establishes conference approval authorities and applicability, defines key terms, clarifies processes, further emphasizes the need to instill fiscal restraint throughout the Army and designates the Administrative Assistant to the Secretary of the Army as the proponent for conference policy. Applicable references, a template for conference requests, computation examples and the format for semiannual reporting are at enclosures 2 through 5, respectively.

3. In seeking to sponsor a conference, you will review and adhere strictly to all applicable law, regulation and policy, including the provisions of this directive. I charge each of you to consider how you can contribute to cost savings and the elimination of waste in conference planning. I expect you to disapprove conference requests that do not comply with this directive, and I have similarly instructed my Administrative Assistant for conferences submitted to her for approval.

4. This directive supersedes Army Directive 2011-05 (Department of the Army Conferences, Symposia, Seminars and Meetings), dated 20 April 2011, and rescinds DA Memo 1-17 (HQDA Conferences, Symposia, Seminars and Meetings), dated 15 November 2006.

5. Any questions regarding the enclosed policy and associated documents should be directed to the Office of the Administrative Assistant.

John M. McHugh

Encls

SUBJECT: Army Directive 2011-20 (Department of the Army Conferences)

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ARMY CONFERENCE POLICY

1. Definitions. As defined by the Joint Federal Travel Regulations (JFTR)/Joint Travel Regulations (JTR), "conference" is a meeting, retreat, seminar, symposium or event that involves attendee travel. It also includes training activities that are defined as a "conference" under the provisions of 5 CFR § 410.404. Events included in this definition normally require registration, an agenda, and scheduled speakers or discussion. The definition does not include:

- events necessary to carry out the statutory command and staff oversight functions of the Department of the Army (DA), including investigations, inspections, audits or site visits;
- Service-endorsed training that has been approved through the Army Deputy Chief of Staff, G-3/5/7; and
- regularly scheduled courses of instruction conducted at a Government or commercial training facility (for example, courses scheduled via the Army Training Requirements and Resources System); however, this exclusion does not apply to courses held in a non-training commercial facility, such as a hotel or conference center.

For questions about whether an event is excluded, contact your Staff Judge Advocate or the Office of the Administrative Assistant. Requests for exceptions to policy should be submitted to the Office of the Administrative Assistant and must be fully justified.

2. Applicability. This policy applies to the Active Army, the U.S. Army Reserve, the Army National Guard of the United States[1] and those organizations for which the Secretary of the Army is the designated Department of Defense (DoD) Executive Agent and for which the Army funds their activities. This policy does not apply to conferences sponsored by a Combatant Command or subordinate unified command headquarters for which the Secretary of the Army has been designated the Combatant Command Support Agent.

3. General Responsibilities. Personnel will comply with law, regulation and policy applicable to conference planning, including the provisions for conference planning in the JFTR/JTR, specifically Appendix R (Conferences); DoD 5000.7-R (Joint Ethics Regulation (JER)); and all other pertinent regulations. Army personnel will familiarize themselves with these regulations and other travel policy guidelines before starting to plan a conference. Legal advisors in the Army are expected to assist their clients by providing thorough, accurate and consistent legal reviews. Further, all personnel are expected to strictly apply sound fiscal principles throughout the conference planning and administration processes.

[1] Except when the planned conference will use State funds only, all participants will serve only in a State status, and the conference will be planned and conducted on State time and address only State topics of interest.

4. Procedures for Conference Requests

a. These conference request and approval procedures apply to all conferences sponsored or funded by any Army command, organization or activity, without regard to the approval authority of the conference. Approval authorities are defined in paragraph 8.

b. All conference requests will be signed by a general officer or member of the Senior Executive Service and staffed through the chain of command to the appropriate Conference Approval Authority defined in paragraph 8. The Army officials signing and coordinating on the conference request submitted to the Conference Approval Authority are attesting to the accuracy of the statements in the request, including the cost-benefit analysis and cost estimates.

c. The sponsoring Army command, organization or activity will submit a complete and fully coordinated conference request through the appropriate command structure no later than 90 days before the start date of the conference. If the proponent expects to acquire contractor support and/or facilities contracts, the conference request must be approved before contract award. Each Army command, organization or activity may put in place additional timelines to meet their specific milestones for approval or acquisition requirements.

d. The template at enclosure 3 must be used for all conference requests. Failure to provide detailed information or explanations will result in disapproval of the request. Of particular note, requests shall provide:

(1) A breakdown of attendees, including the rationale and criteria applied to scope the attendee population and the justification for the number of attendees.

(2) Cost information in accordance with Assistant Secretary of the Army (Financial Management and Comptroller) guidance, dated 17 May 2011 (available at http://armypubs.army.mil/epubs/asa_fmc_collection_1.html). Specific cost elements are in the template.

(3) A detailed and credible cost-benefit analysis, which includes an explanation of other options considered (video teleconference, train-the-trainer and so on), as well as information on site selection. Conference requests must include a certifying statement that the travel is essential and the objectives of the conference cannot be satisfactorily accomplished less expensively by correspondence, Web-based communications, teleconferencing or other appropriate means. Additionally, the JFTR/JTR require all individual travelers to justify all travel with a statement on their DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) or in the Defense Travel System (DTS) that the "Objective cannot be satisfactorily accomplished less expensively by correspondence, teleconferencing, Web-based communications or other appropriate means."

(4) A substantive agenda spanning the proposed conference from start to end; listing all planned speakers, programs, ceremonies and other activities; and specifying any after-hour events or activities. The agenda should provide planned or proposed locations for each event. Agendas that merely annotate "breakout sessions" are insufficient. If breakout sessions are planned, the agenda should explain the purpose and objectives of each breakout session.

(5) A conference security assessment that contains:

(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 (NCR), the Security and Safety Division (SSD-AT/FP), Office of the Administrative Assistant can assist with the assessment. For conferences outside the NCR, the local installation security or provost marshal office 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 and, if so, a statement that the conference sponsor has coordinated the screening of foreign national attendees with 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 Deputy Chief of Staff, G-2 typically 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, other U.S. Government installation 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 Deputy Chief of Staff, G-2 if additional guidance is needed.

(6) A legal review that addresses all fiscal, ethics, contracting and travel issues, including a comprehensive assessment of whether the conference complies with applicable regulations and DA policy. This review should provide sufficient legal advice to the approving official to make an informed decision on approval. Any legal objections must be mitigated before submission of the conference request.

5. Selection of Conference Site

a. The first choice for conference locations must always be military installations or other Government facilities. Organizations will maximize the use of Government-owned or Government-provided conference facilities. Military installations and Government-owned facilities may not be ruled out as a conference venue solely because the facility is not available on the exact dates the sponsor desires to hold the conference; efforts must be made to adjust the conference scheduling to fit the availability of military or

Government facilities, when possible. If scheduling cannot be adjusted, a detailed explanation must be provided in the conference request. Additionally, military or Government facilities may not be ruled out simply because they do not offer the same refreshments, food options or lodging availability as commercial facilities. Further, while planning the conference, the size of the conference should take into account the capacity of Government facilities; efforts should be made to contain the size of conferences to the capacity of military or Government facilities nearest the majority of local attendees.

b. Commercial facilities will be used only when they can be proven more economical, or when military or other Government facilities are unavailable when needed. If no military or Government-provided facility can meet conference requirements, the JFTR/JTR require that a minimum of 3 geographic sites be evaluated and considered for conferences with more than 30 attendees in a temporary duty (TDY) status before the selection of any 1 site for the conference, unless an overriding operational reason can be shown for holding the conference in a specific city.

c. Factors to be considered when determining a geographic location to conduct a conference include, but are not limited to:

(1) per diem expenses;

(2) travel costs, including local travel and ground transportation;

(3) distance to the majority of attendees (if one area has a significant concentration of attendees, that location generally will be the most cost-effective option); and

(4) consideration of lower off-season rates or peak seasons.

d. Once a particular city is chosen as the site of the conference, a minimum of three facilities in that city will be considered to ensure full and open competition. Factors that should be considered when determining the venue to conduct a conference include, but are not limited to:

(1) participation in the Lodging Success Program (for more information, visit https://www.defensetravel.dod.mil/Docs/Fact_Sheet_Lodging.pdf);

(2) inclusion on the national list of approved accommodations maintained by the Federal Emergency Management Agency (the Hotel-Motel National Master List is available at http://www.usfa.fema.gov/applications/hotel/);

(3) willingness to exempt taxes for lodging;

(4) distance to the nearest major airport and free shuttle availability;

(5) cost of the venue (if commercial space is to be rented); and

(6) availability of rooms at the established per diem rate.

f. Each Army command, organization or activity will document, maintain and make available to The Inspector General or other interested parties a record of the conference site selection process, including the costs of each alternative site and venue considered.

g. All applicable local policies on site selection must be followed. For conferences to be held in the NCR, conference sponsors must coordinate through the Real Estate and Facilities Directorate, Office of the Administrative Assistant and obtain approval from the Director, Space Policy and Acquisition Division, Defense Facilities Directorate, Washington Headquarters Services to contract for short-term conference space inside the NCR.

h. In addition to cost considerations, the selection of the conference site must be sensitive to public perception. The conference sponsor should avoid the appearance that public funds are being expended in a careless, wasteful or unnecessarily extravagant manner. No venue, however, may be categorically prohibited from selection solely because of its reputation, location or amenities.

i. If a conference is justified as training and conducted on a recurring basis, the sponsoring command should seek to incorporate it into the institutional training domain, which includes Army centers and schools.

6. Cost, Contracting and Ethical Considerations. When a conference is determined to be necessary, the sponsoring command, organization or activity will adhere to strict fiscal controls and minimize costs. Accordingly, the conference sponsor must ensure the following:

a. The length of the conference is strictly determined by mission requirements. 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 often may be considered official business, but in no case should an award ceremony extend the period for which a conference attendee will be in a TDY status. For example, an award ceremony will not be held in the evening if it would result in the extension of a conference attendee in TDY status for an extra day or delay the attendee's return to his/her permanent duty station.

b. Conference attendees are limited to the minimum number necessary to accomplish the objectives of the conference. Accordingly, the sponsor must establish clear criteria for attendance and strictly limit the number of attendees.

c. Appropriated funds may not be used to purchase conference mementos to distribute to attendees.

d. In most cases, honorariums and fees for speakers are limited to $2,000 a speaker. Refer to DoD 7000.14-R (DoD Financial Management Regulation), Volume 10, chapter 12, paragraph 1208 (Payments of Fees for Guest Speakers, Lecturers, and Panelists) for specific guidance on speaker fees.

e. As a general rule, appropriated or nonappropriated funds are not authorized for refreshments. While serving light refreshments to conference attendees might be common business practice in private industry, and the JFTR/JTR authorizes light refreshments under very rare circumstances, Army policy is that appropriated or nonappropriated funds are not authorized to pay for light refreshments at Army-hosted conferences. Attendees may purchase refreshments at personal expense, which will not be reimbursable to the traveler by the Government. In some extenuating circumstances, a commercial facility may provide refreshments when such costs are both non-segregable from the cost of the facility rental (the cost of the rental is a fixed fee, which includes refreshments at no additional cost to the Government) and nonnegotiable (the facility will not negotiate to reduce the cost of the facility to the Government); however, this situation is rare. Non-segregable and nonnegotiable refreshments must be specifically addressed in the written legal review submitted with the conference request. Further, by signing the conference request, the signing official is attesting to the fact that the refreshments are truly non-segregable and nonnegotiable.

f. Lodging and meals will not be authorized or provided at government expense to local attendees (those not in TDY status). This restriction does not authorize selecting a location outside the local commuting area solely to provide Government-furnished lodging and meals.

(1) If meals are provided for personnel in a TDY status, the command or organization sponsoring the conference must identify the cost of each meal, whether included in a registration fee or contracted for separately; ensure that the appropriate proportional meal rate (PMR) is used; and issue a notice to all attendees to ensure that they correctly annotate travel vouchers. The cost of meals the Government provides must not exceed the per diem for that location. If a PMR is authorized, the cost of meals the Government provides plus the PMR must not exceed the per diem for that location. Examples are in enclosure 4.

(2) Special consideration should be taken when attendees include both local attendees and those in TDY status. Meal breaks should be given to allow both local attendees and travelers the opportunity to purchase meals, or local attendees may be offered the opportunity to personally purchase nonreimbursable meals being provided to travelers.

g. The JFTR/JTR specify the criteria under which an actual expense allowance (AEA) may be authorized. The competitive site selection process based on the JFTR/JTR should prevent the need for AEA except in very rare cases. If AEA is

authorized, it should be uniform (if possible) among personnel traveling at Government expense when they travel together or to the same location where AEA has been authorized. AEA should not be used to provide upgraded rooms or suites based solely on rank or grade. AEA is prescribed only on an individual trip basis and only after consideration of the existing facts of each case. Blanket authority prescribing an AEA for all travel to an area is prohibited, and AEA shall not be authorized as part of a "blanket" travel order.

h. Conference planners should request the tax exemption of lodging for Federal employees and/or servicemembers during the conference selection process. Contracting officers can often negotiate the tax exemption into commercial contracts. Any approval to hold a conference with a commercial lodging establishment that refuses to accept Federal employee and/or servicemember tax exemption must break out the cost of lodging-related taxes for the total number of attendees and include that amount in its cost calculation to achieve either the best value or lowest cost for the conference.

i. Contracts. The following provisions and guidelines apply:

(1) All conference-related contracts must be signed by a warranted contracting officer or, when authorized, a Government purchase cardholder. When authorized and if the cost of the conference space is within the limits of the cardholder's purchasing authority, the Government purchase card may be used to rent conference space. Requirements will not be split to reduce costs to within the limits of the cardholder's authority. Personnel cannot make any commitment until a written agreement is signed by a warranted contracting officer or, when authorized, by a Government purchase cardholder. Support contractors are not authorized to enter into contracts on behalf of the Government for conference arrangements.

(2) 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 authority to bind the Government could be held personally liable if he/she signs an agreement for conference facilities or for 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.

(3) A Government employee will not commit the Government to the use of any facility, sign any agreement or otherwise obligate the Government for conference facilities or support before approval of the conference by the conference approval authority. Personnel may visit facilities, discuss space needs, collect pricing and develop cost estimates, tentatively reserve space (only if at no cost and without any liability to the Government) or request other conference-related information. No contract or task order related to conference requirements will be awarded and no funds will be obligated for a conference until that conference has been approved by the Conference Approval Authority. This prohibition includes charges to be made using the Government purchase card.

(4) After the Conference Approval Authority approves the conference, the conference sponsor will forward documentation of the approval to the servicing resource manager and contract procurement activity. The conference sponsor must forward to the contract procurement activity a funding document indicating the availability of funds and a contract statement of work setting forth conference-related contract requirements. With a view to securing the best value, the conference sponsor must secure approval of the conference and forward funding and requirements documents in enough time to allow for competitive procurement of conference support and/or facility contracts. All contracts related to holding a conference (for example, facility contracts and conference support contracts) must be fully funded with the authorized Government appropriation before contract award. Recurring conferences must be included in the command, organization or activity budget. Conference planners must ensure that all conference funding complies with 31 U.S.C. §1341, 31 U.S.C. § 3302 and DoD 7000.14–R.

7. Command Responsibilities

a. Appoint a conference manager, at the command or organization level (for example, Army command), who will be the primary point of contact for conferences, oversee the administrative and technical details of conferences and process conference requests requiring DA approval. The name and contact information of this individual must be provided to the Office of the Administrative Assistant and updated annually or as it changes.

b. On a semiannual basis, report to the Office of the Administrative Assistant conferences held during the reporting period. The first report is due no later than 15 May 2012 and will cover the period 1 October 2011 through 31 March 2012. The second report will be due no later than 15 November 2012 and will cover the period 1 April though 30 September 2012. Reports will be due by 15 May and 15 November each year thereafter. If a date falls on a weekend or holiday, the next normal workday is the due date. The format for reports is at enclosure 5.

c. Afteraction Reports. To accurately produce the semiannual report, the conference sponsor must forward an afteraction report to the appropriate Conference Approval Authority. Afteraction reports should be submitted 30 days after the completion of the conference and should include, at a minimum, the data elements needed to complete the report at enclosure 5.

8. Approval Authorities

a. The Administrative Assistant to the Secretary of the Army is the approval authority for all Army conferences that meet either of the following criteria:

(1) total conference costs (as detailed in enclosure 3) are greater than or equal to $500,000; or

(2) the conference is held in conjunction with a non-Federal entity (NFE) with the following exceptions:

(a) conferences held in conjunction with representatives from foreign governments or international organizations are excluded, unless they meet the threshold in paragraph 8a(1); and

(b) conferences in which an NFE is competitively awarded a contract to support a conference sponsored or funded by an Army command, organization or activity are excluded unless they meet the threshold in paragraph 8a(1).

b. For conferences with total conference costs less than $500,000 and that are not held in conjunction with an NFE, as defined in paragraph 8a, the approval authority is commanders of Army commands, Army service component commands and direct reporting units for conferences sponsored or funded by their respective commands, organizations or activities. The Administrative Assistant is designated as Conference Approval Authority for conferences sponsored or funded by Headquarters, Department of the Army (HQDA) organizations and activities (including the U.S. Army Acquisition Support Center).

c. The officials designated as Conference Approval Authorities in paragraph 8b may delegate their authority as follows:

(1) When conference costs are greater than or equal to $100,000 but less than $500,000, conference approval authority may be delegated in writing to the commander's principal deputy, provided that the principal deputy is a general officer or member of the Senior Executive Service, without the authority to redelegate. The Administrative Assistant may delegate this approval authority in writing to Principal Officials of HQDA, with the authority to further delegate to Deputy Principal Officials. For the National Guard, the Chief, National Guard Bureau may delegate to the Director, Army National Guard, who may delegate to the Deputy Director, Army National Guard, without the authority to further delegate.

(2) When conference costs are greater than or equal to $25,000 but less than $100,000, conference approval authority may be delegated in writing to the first general officer or member of the Senior Executive Service in the chain of command or supervision over the sponsoring command, organization or activity, without the power to further delegate. For HQDA, the Administrative Assistant may allow delegation of this approval authority in writing no lower than Deputy Principal Officials of HQDA, without the power to further delegate.

(3) When conference costs are less than $25,000, conference approval may be delegated in writing as determined by the Conference Approval Authorities designated in paragraph 8b.

d. No delegation of conference approval authority will take effect until a written copy of the delegation is provided to the Administrative Assistant for archiving. Notwithstanding any further delegation, the Conference Approval Authorities designated in paragraph 8b remain accountable for the acts and decisions of their delegates.

e. The designated Conference Approval Authorities may supplement this regulation and establish command and local forms. A copy of any such supplement or forms shall be provided to the Administrative Assistant before implementation.

9. Non-Federal Entities

a. Statutory Authority. Certain conferences and events sponsored by NFEs have statutory authority that authorizes specified DA support to these conferences and events. This policy does not apply to these conferences and events; see the JER and DoD Instruction 5410.19 (Public Affairs Community Relations Policy Implementation). For example, 10 U.S.C. § 2558 authorizes logistical and administrative support to certain national military associations for their annual national convention or conference. This support is limited to the following organizations and only for their annual national meeting, conference or convention:

(1) Adjutants General Association of the United States,

(2) Association of the United States Army,

(3) Enlisted Association of the National Guard of the United States,

(4) National Guard Association of the United States,

(5) Non-Commissioned Officers Association of the United States of America, and

(6) Reserve Officers Association of the United States.

b. Cosponsorship. On occasion, an Army command or organization may cosponsor an event with an NFE. The Army is a cosponsor of an event when that command or organization is one of the organizations that develops the substantive aspects of the event or provides substantial logistical support for the event. All cosponsorship agreements must be reviewed by the sponsor's ethics advisor and forwarded to the Army General Counsel or his delegatee for approval in accordance with the JER. Further, in accordance with paragraph 8a(2), the Administrative Assistant to the Secretary of the Army is the sole approver of cosponsored conferences with NFEs.

(1) DA personnel may not endorse the NFE cosponsor(s) or its activities.

(2) DA personnel may not show preferential treatment to similarly situated NFEs that have a demonstrable interest in the subject matter of the conference.

(3) There must be no appearance that the NFE cosponsor's role in or support of the conference will improperly influence DA personnel in other official matters the NFE may have an interest in.

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

(5) 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 implementing 10 U.S.C. § 2262. If a graduated conference fee structure is used, no group will bear an unreasonable burden of the costs.

d. Army Conferences Held in Conjunction With NFE Events. Generally, the competition requirements of the JFTR/JTR as executed via the geographic and venue/facility selection criteria make it difficult to plan for concurrent or sequential but separate Army and NFE conferences. Those rare circumstances where this is permissible and practical require HQDA approval just as a cosponsorship would. Additionally:

(1) Army and NFE events will be separate and distinct events and will not be comingled. All Army activities, including awards ceremonies, outbriefings or in-progress reviews, 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 bookend an NFE event.

(2) The Army conference will not be scheduled with a view to accommodating or benefitting the NFE. DA personnel will not endorse conferences sponsored by an NFE nor will DA personnel participate in NFE fundraising events, unless authorized under the JER or other applicable ethics standards.

(3) 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 policy.

(4) NFEs may not provide services, facilities or support to an Army conference unless such support has been acquired through normal acquisition procedures or the event is a cosponsored event.

(5) DA logistical support, in the nature of DA personnel serving as speakers or panelists at conferences or other events sponsored by an NFE, will be kept to a minimum and must comply with the JER, chapter 3, section 2 (Official Participation in

Non-Federal Entities). DA will support events where only a limited number of DoD participants will appear on the same program. In such cases, the event must provide the best way to disseminate Army information, although speakers and panelists must take care to safeguard and prevent the dissemination of Army procurement, technological, classified and non-public information. NFE conferences or events at which the majority of speakers are Army officials or other Army personnel are considered cosponsored conferences and must be approved in accordance with paragraph 8a(2).

10 Other Considerations

a. Conference Fees. Title 10 U.S.C. § 2262 allows DA to collect fees in advance of a conference, either directly or by using a contractor, from individuals and commercial participants attending DA-sponsored conferences. Such fees may only be used to offset reasonable and allowable costs because fiscal limitations on the expenditure of appropriated funds for conference expenses apply to the use of collected fees.

(1) DA conference sponsors who use contractors, including those under no-cost contracts, to collect fees are permitted to structure such contracts to allow the contractors to offset from the fees collected 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 regulations.

(2) Fees that exceed the costs of putting on 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) In accordance with DoD 7000.14-R, Volume 12, chapter 32, all organizations are required to report the collection of conference fees. Conference sponsors should, therefore, contact their resource managers for further instructions.

b. Spouse Travel. As a general rule, spouses may not accompany DA military or civilian personnel on official business at Government expense. In addition, blanket requests for Government-funded spouse travel generally are not sufficient or acceptable. Commands must be able to demonstrate the requirement and benefit for each proposed spouse attendee. Policy for spouse travel is in DA Directive 2007-01 (Policy for Travel by Department of the Army Officials), 25 Jan 07.

c. Individuals Not Employed by the Government Participating in a DA-Sponsored Conference. When a DA conference sponsor determines that it is in the best interest of the Government to request an individual who is not employed by the Government, only intermittently employed by the Government as a consultant or expert in accordance with 5 U.S.C. § 5703, or serving without pay to lecture, instruct or give a demonstration or presentation, the individual may be reimbursed travel and travel-related expenses. In such cases, however, an invitational travel authorization must be issued in accordance with the JFTR/JTR, and travel must be arranged through a (Government contracted)

commercial travel office/travel management center. An invitational travel authorization is not authorized for an individual merely to attend a conference sponsored by DA or an NFE. Support contractors may not make travel arrangements for such individuals, unless arrangements are made through an authorized commercial travel office/travel management center in accordance with the JFTR/JTR. Support contactors may not pay the travel expenses of such individuals and then be reimbursed these costs.

d Contractor Travel. Government contractor travel costs are governed by the rules in the Federal Acquisition Regulations. For these reasons, a contractor is not eligible for an invitational travel authorization in the execution of a contract.

e. Official Representation Funds. Any official representation funds requested to purchase meals or refreshments for authorized guests, such as congressional delegations or foreign dignitaries, must be approved under separate memorandum in accordance with AR 37-47 (Representation Funds of the Secretary of the Army).

11. The provisions of this policy are effective immediately. The HQDA proponent for this policy is the Administrative Assistant to the Secretary of the Army.

REFERENCES

1. Joint Federal Travel Regulations, Volume 1.
   http://www.defensetravel.dod.mil/Docs/perdiem/JFTR(Ch1-10).pdf and
   http://www.defensetravel.dod.mil/Docs/perdiem/Appendices.pdf

2. Joint Travel Regulations, Volume 2.
   http://www.defensetravel.dod.mil/Docs/perdiem/JTR(Ch1-7).pdf

3. DoD 5000.7-R (Joint Ethics Regulation (JER)), 23 Mar 06.
   http://www.dod.gov/dodgc/defense_ethics/ethics_regulation/jer1-6.doc

4. DoD 7000.14-R (Department of Defense 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

5. DoD Instruction 5410.19 (Public Affairs Community Relations Policy Implementation), 13 Nov 01.
   http://www.dtic.mil/whs/directives/corres/pdf/541019p.pdf

6. AR 37-47 (Representation Funds of the Secretary of the Army), 12 Mar 04.
   http://armypubs.army.mil/epubs/pdf/R37_47.PDF

7. AR 380-05 (Department of the Army Information Security Program), 29 Sep 00.
   http://www.apd.army.mil/pdffiles/r380_5.pdf

8. AR 380-10 (Foreign Disclosure and Contacts with Foreign Representatives), 22 Jun 05.
   http://www.apd.army.mil/pdffiles/r380_10.pdf

9. Army Directive 2007-01 (Policy for Travel by Department of the Army Officials), 25 Jan 07.
   http://www.apd.army.mil/pdffiles/ad2007_01.pdf

10. Memorandum, Secretary of Defense, 27 Dec 10, subject: Consideration of Costs in DoD Decision-Making
    https://dap.dau.mil/policy/Lists/Policy%20Documents/Attachments/3257/OSD14152-10.pdf

11. Memorandum, SAFM, 17 May 11, subject: Guidance for Consideration of Costs in Army Decision-Making.
    http://armypubs.army.mil/epubs/asa_fmc_collection_1.html)

12. 5 U.S.C. § 5703 (Per diem, travel, and transportation expenses; experts and consultants; individuals serving without pay).
http://www.law.cornell.edu/uscode/search/display.html?terms=5703&url=/uscode/html/uscode05/usc_sec_05_00005703----000-.html

13. 5 C.F.R. § 410.404 (Determining if a conference is a training activity).
http://cpol.army.mil/library/permiss/78.html

14. 10 U.S.C. § 2262 (Department of Defense conferences: collection of fees to cover Department of Defense costs).
http://www.law.cornell.edu/uscode/html/uscode10/usc_sec_10_00002262----000-.html

15. 10 U.S.C. § 2558 (National military associations: assistance at national conventions).
http://www4.law.cornell.edu/uscode/html/uscode10/usc_sec_10_00001588---000-.html

16. 31 U.S.C. §1341 (Limitations on expending and obligation amounts)
http://www.law.cornell.edu/uscode/usc_sec_31_00001341----000-.html

17. 31 U.S.C. § 3302 (Custodians of money)
http://www.law.cornell.edu/uscode/html/uscode31/usc_sec_31_00003302----000-.html

18. DoD Preferred Commercial Lodging Programs.
https://www.defensetravel.dod.mil/Docs/Fact_Sheet_Lodging.pdf

19. Hotel-Motel National Master List.
http://www.usfa.fema.gov/applications/hotel/

YOUR OFFICIAL LETTERHEAD

(office symbol) (date signed)

MEMORANDUM THRU (if applicable)

FOR (Approval Authority in accordance with Army Directive 2011-10)

SUBJECT: Request Approval to (Sponsor or Cosponsor) the (insert name of event), (dates)

1. Event. (Insert name of sponsoring proponent) requests approval to conduct the (insert name of conference), (insert dates of conference), at (insert the location of the conference).

2. Purpose and Justification. Explain why the conference is being held; include any applicable regulations or directives. If the conference is being cosponsored, include a full explanation of what is being provided and exchanged. If the conference is in conjunction with a non-Federal entity, additional requirements apply (refer to Army Directive 2011-20, paragraph 9).

3. Cost-Benefit Analysis. Explain the benefits of holding the conference. Explain why lower cost alternatives such as teleconferencing, video conferencing or Web conferencing were not feasible and include any cost savings features from previous conferences. For any conference requiring travel, include a certifying statement that the objectives of the conference cannot be satisfactorily accomplished less expensively by correspondence, teleconferencing, Web-based communications or other appropriate means.

4. Analysis for Location Selection. Military installations or Government-owned or leased space must be considered first. Clearly demonstrate efforts to first secure military or Government space. For conferences with 30 or more attendees, state the three geographic locations surveyed and provide the rationale for the selected location. (For example, you should demonstrate where the majority of your attendees are traveling from and why the geographic location is most cost-effective.) Then clearly identify the three venues considered, including costs and any other factors used in the selection. If using commercial space within the National Capital Region (NCR), you must request approval from Washington Headquarters Services, Defense Facility Directorate, Space Policy and Acquisition Division and include the division's approval as an enclosure to the conference request.

5. Attendees. Provide information on your expected attendees (for example, all general officers in the medical profession on the East Coast). Include what measures have

been taken to discipline attendance to ensure the minimum number of attendees. Then, complete the following chart for your expected attendance.

Number of military attendees	
Number of DA civilian attendees	
Number of contractor attendees	
Number of all other attendees (describe status and role in conference—statutory volunteers, etc.)	
Number of foreign government attendees	
GRAND TOTAL	
Of the attendees:	
Number of local attendees (i.e., those not on TDY orders – usually traveling from within the local commuting area)	
Number of Army-funded attendees (either centrally or command-funded).	
Number of spouses traveling at Government expense (additional approval required)	

6. Security. Provide contact information for the security office handling this conference. State the classification of the conference and certify that the procedures outlined in AR 380-5 (Department of the Army Information Security Program) have been followed, if applicable. If any personnel from a foreign government are attending or if any classified information will be discussed, certify that coordination has been done with the Office of the Deputy Chief of Staff, G-2 (DAMI). You must enclose a conference security assessment, including threat and vulnerability assessments for the conference facility site and any specific security requirements for the conference facility, with your conference request. If the facility has not been selected at the time of the request, include as much information as is known.

7. Funding and Contracts. Clearly explain how the conference is funded. Explain who is paying for all costs associated with the event and what funding source they are using (e.g., regular Operation and Maintenance, Army; official representation funds (ORF); registration or exhibit fees; or any other Government agency funds). Include funding from both the conference proponent and attendees' organizations. For example, state

whether attendees' organizations are funding travel and reimbursable registration fees. (A full explanation of registration fees should be included in paragraph 10.) If applicable, state the amount of ORF being requested and the date the ORF packet was submitted or will be submitted in accordance with AR 37-47 (Representation Funds of the Secretary of the Army). If the contract vehicle is known, include details. Enclose with your request any vendor proposal documents that will be relevant to decisionmaking.

8. Meals and Incidental Expenses. State whether any meals will be provided at Government expense in lieu of per diem. State the cost of each meal (including gratuity and applicable taxes) per person. (For example, each day attendees will be provided breakfast, lunch and dinner at the following costs: B = $#/person, L = $#/person, D = $#/person *OR* conference attendees will be provided lunch each day at $#/person). If a Government-furnished meal is provided, the proportional meal rate (PMR) applies to military personnel and DA civilians for each day meals are furnished. Further, you must demonstrate that the cost of the Government-furnished meals plus the PMR does not exceed the per diem for the locale. If meal breaks are worked into the agenda and attendees will purchase all meals with their provided per diem or optional nonreimbursable registration fee, please indicate "No Government-furnished meals." In the "Estimated Cost" table in paragraph 12, you will need to show the calculations of meals and incidental expenses (M&IE) and Government-furnished meals to make sure attendees are given the proper M&IE rate. Travelers are authorized 75 percent of M&IE on their departure and return dates (that is, travel days).

9. Refreshments. Refreshments are a personal expense and will not be provided at Government expense. Conference planners may offer attendees the opportunity to purchase refreshments as a personal expense not reimbursable by the Government. On rare occasions refreshments are both non-segregable (not identifiable as a separate charge in the facility costs) and non-negotiable (that is, the facility will not reduce the cost of the venue if refreshments are refused). However, this situation is rare, and by signing the conference request, the submitting official is attesting to the fact that the refreshments are non-segregable and nonnegotiable.. Any refreshments provided must be specifically addressed in the written legal review submitted with the conference request.

10. Fees. State whether a conference registration fee or exhibitor (vendor) fee will be collected; state the amount of the fee being collected for each person or vendor, and list all expenses and costs covered by the fee. Collection of fees must be conducted as permitted by applicable law, regulation and policy. Any conference or exhibit fee must be explicitly addressed in the written legal review submitted with the conference

request. Please ensure that you refer to the policy document for additional requirements governing fees.

11. Honorariums or Speaker Fees. State whether or not honorariums or speaker fees will be paid and the cost paid for each speaker. In general, fees are limited to $2,000 a person, but refer to your command policy and/or DOD 7000.14-R, Volume 10, chapter 12, paragraph 1208 (Payments of Fees for Guest Speakers, Lecturers, and Panelists) for more information.

12. Estimated Costs. State the estimated costs for all expenses listed in the table and show all calculations; examples of appropriate remarks and calculations are provided. Costs should include any Army funds to be expended, whether by the conference proponent or attendees' commands or organizations.

Expense	Estimated Cost	Any Applicable Remarks
Lodging costs for attendees		(Hotel rate) x (# nights) x (# of attendees on TDY) = $___. Use the per diem lodging rate to show whether the lodging is within per diem. If the # of nights per attendee varies (e.g., support staff arrives early), show the calculations.
M&IE costs for attendees		FIRST & LAST DAY OF TRAVEL: (M&IE rate) x 75% x (2 travel days) x (# of attendees on TDY) = $___ CONFERENCE DAYS (w/ no Government-furnished meals): (M&IE rate) x (# full conference days) x (# of attendees on TDY) = $___. CONFERENCE DAYS (with Government-furnished meals): (PMR) x (# days with Government-furnished meals) x (# of attendees on TDY = $___. NOTE: PMR is used for any days the Government provides one or two meals; if it provides three meals, only incidentals are allowable. See the PMR Computation Table at enclosure 4 for more information on PMR and allowable per diem.

OFFICE SYMBOL
SUBJECT: Request Approval to (Sponsor or Cosponsor) the (insert name of event), (dates)

Expense	Estimated Cost	Any Applicable Remarks
Government-furnished meals		List each meal separately. (Cost per meal) x (# of attendees authorized Government-furnished meal) = $____ NOTE: Local attendees (those not in TDY status) are not authorized to be provided meals at government expense. The amount of PMR plus the cost of the Government-furnished meal(s) may not exceed per diem.
Travel costs for attendees		(Average price of plane ticket) x (# of attendees) and/or POV reimbursement or other travel methods.
Meeting space rental costs		Include all costs associated with facility rental space per proposals. If the facility is in the NCR, include the statement "WHS approval has been included with this request."
Audiovisual costs		Include any audiovisual cost estimates (screens, microphones, etc.)
Fees for guest speakers, lecturers, or panelists		Include cost for each speaker, travel costs, or any other costs associated with speakers. Include approval of honorarium if $2,000 limitation is exceeded.
Printing or reproduction costs		Reproduction costs for handouts.
Standard supplies		Name tags, pens, paper, folders
Security costs		If applicable, as recommended by the appropriate security office.
Other specific costs such as van rental, telephone fees, computer fees		For example, van needed to transport supplies to venue.
Contracted facilitator or coordination cost		Include the contract or requisition # if known. Include description of what it covers and estimated costs.

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Expense	Estimated Cost	Any Applicable Remarks
Personnel and associated costs		Provide estimated military/DA civilian personnel costs associated with coordinating, preparing and executing conference. Include any lodging or transportation required to plan and execute the conference (i.e., site visits). Do NOT include the personnel costs (salaries and benefits) of those attending the conference, other than support staff. For assistance with personnel rates and calculations, refer to https://www.cape.osd.mil/costguidance/).
GRAND TOTAL	$	

13. Point of Contact. (Provide organization contact information: name, phone number, email address.)

(reviewing official signature block)\

NOTE: The following items must accompany this request:
1. Conference agenda
2. Legal review
3. WHS approval (for those using commercial space in the NCR)
4. Security review
5. Vendor proposals (if any)

COMPUTATION EXAMPLES OF PROPORTIONAL MEAL RATE (PMR)

The total amount paid by the Government for meals cannot exceed the locality meal rate. Therefore a conference sponsor must make sure the total amount to be expended for Government-provided meals and reimbursed as PMR is within the locality meal rate. This cost limitation makes it very difficult for a conference planner to provide Government-furnished meals, especially at a commercial establishment, and remain within the locality meal rate. Computations are done on a daily basis.

Example: A conference sponsor is planning to hold a conference at a location where the CONUS rate for meals and incidental expenses (M&IE) is $46. The $46 consists of $41 for meals and $5 for incidental expenses. The conference sponsor wants to provide breakfast on the 2 full days of temporary duty (TDY) and a dinner on the second day of TDY. The cost of breakfast for each person for each day is $7. The cost of dinner for each person is $36.

Part I: Find the PMR

The tool at http://www.defensetravel.dod.mil/site/perdiemCalc.cfm provides the necessary information to find the applicable meals rate and PMR. The chart is applicable to this example. Note "Local Meals" is the full per diem rate and "Prop Meals" is the PMR.

LOCATION (1)	County and/or Other Defined Location (2)	Seasons (Beg-End)	Max Lodging	Local Meals	Prop. Meals	Incidentals	Maximum Per Diem	Effective Date
STANDARD CONUS RATE	STANDARD CONUS RATE	01/01-12/31	77	41	26	5	**123**	10/01/2010

Part II: Determine How Much the Conference Sponsor May Spend for Meals

Once the PMR is identified, the conference sponsor must determine whether the cost for meals plus the PMR exceeds the meal rate. If the cost for meals plus the PMR exceeds the meal rate, the conference sponsor is unable to contract for meals at the proposed costs. In the example, the meal rate is $41.

For the first day of TDY, the conference sponsor wants to provide breakfast at a cost of $7 a person:

Step 1	Find the PMR	$26
Step 2	Find the local meal rate	$41
Step 3	Add the cost of breakfast to the PMR	$7 + $26 = $33
Step 4	Because the cost of breakfast and the PMR (step 3) is less than the local meal rate (step 2), the conference sponsor may contract for breakfast at this cost.	

For the second day of TDY, the conference sponsor wants to provide each attendee breakfast at a cost of $7 and also dinner at a cost of $36:

Step 1	Find the PMR	$26
Step 2	Find the local meal rate	$41
Step 3	Add the cost of breakfast and the dinner to the PMR	$7 + $36 + $26= $79
Step 4	Because the cost of the breakfast, dinner and the PMR (step 3) exceeds the local meal rate (step 2), the conference sponsor may not contract for dinner at a cost of $36.	

Army Conference Semiannual Report
(name of command, org, or activity)
(Dates covered by report)

Command	Organization or Activity	Event Name	Location	Held on Gov't or Military Site?	Actual Attendees	# of Local Attendees	Actual Cost	Event Start Date (include travel day)	Event End Date (include travel day)	Description of Event	Gov-funded Spouse Travel?	In Conjunction w/ NFE?	POC (name & phone number)
HQDA	G-1	DA Army Conference (Example)	Pentagon	Yes	90	85	$45,000	1-Jul-11	2-Jul-11	EXAMPLE: Provide a description of the conference and its purpose.	No	No	Angela Ritz, 703-545-0525