



DEPARTMENT OF THE ARMY
ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY
105 ARMY PENTAGON
WASHINGTON DC 20310-0105

S: 29 November 2012

29 OCT 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Supplemental Conference Guidance and Data Call for Proposed FY 13 Conferences

1. References:

a. Memorandum, Deputy Secretary of Defense, 29 Sep 12, subject: Implementation of Conference Oversight Requirements and Delegation of Conference Approval Authority.

b. Memorandum, Secretary of the Army, 17 Oct 12, subject: Interim Guidance for Implementation of New OSD Conference Policy.

c. Army Directive 2011-20 (Department of the Army Conferences), 14 Oct 11.

2. Purpose. In reference 1b the Secretary of the Army (SA) designated me to lead and manage the Army conference effort on his behalf. This memorandum provides guidance and formats for the detailed implementation of reference 1b for an interim period until a new Army directive on conferences is published. It is meant to be used in conjunction with reference 1c, which provides the policy and restrictions for Army conferences. All provisions of reference 1c still apply except for conference exemptions and approval authorities, which this document supersedes.

3. Conference Definition and Exemptions. Reference 1a explicitly defines a conference. Not every event that involves travel is a conference, so each event must be evaluated using the criteria of reference 1a, attachment 2 (Determination of a Conference). This reference also lists seven categories of potential exemptions to the definition. These exemptions will be granted only when the event fully meets the criteria. Exemptions in reference 1c, enclosure 1, paragraph 1 (Definitions) are no longer valid except for regularly scheduled courses of instruction conducted at a Government or military facility. (For example, a course in the Army Training Requirements and Resources System held at Fort Bragg or a course at the Army War College meets the exemption criteria. Training held in a commercial establishment, such as a hotel, does not meet the exemption criteria and requires conference approval.)

a. If an event that otherwise would be considered a conference based on reference 1a appears to meet one or more of the listed exemptions:

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(1) Prepare a request for exemption that includes specific details about the event, such as dates, location, purpose, number of attendees, and estimated costs.

(2) Include the specific exemption(s) that may apply and a detailed justification/explanation for why the exemption(s) should apply.

(3) Include an appropriate legal review.

(4) Ensure that the request is endorsed by the commander of the appropriate Army Command (ACOM), Army Service Component Command (ASCC), or Direct Reporting Unit (DRU) headed by a general officer (GO) or member of the Senior Executive Service (SES)¹, or Headquarters, Department of the Army (HQDA) Principal Official and send the request to the Office of the Administrative Assistant for decision. Submit the request to the Army Conference Team at hqda.conferences.inbox@mail.mil.

b. Exempted events do not need to be reported in quarterly or annual conference reports.

4. Army-Hosted Conferences

a. Previously Approved Army-Hosted Conferences. Army-hosted conferences that were approved before 29 September 2012 by the appropriate approval authorities and that start on or before 31 December 2012 may proceed unless the conference involves a cosponsorship relationship or no-cost contract with a non-Federal entity and/or Government-funded spouse travel. Previously approved conferences in these three categories (regardless of cost) must be immediately forwarded to the Army Conference Team at hqda.conferences.inbox@mail.mil for the SA's review/decision.

b. New Conference Requests. In this interim period, new Army-hosted conference requests will continue to follow the pertinent parts of reference 1c in terms of policy and formatting and must be approved by the authorities listed in paragraph 4c. Requests requiring approval by the SA/Under Secretary of the Army (USA) or the Administrative Assistant to the Secretary of the Army (AASA) must be endorsed by the commander of the appropriate ACOM, ASCC, or DRU or HQDA Principal Official. Submit requests to the Army Conference Team at hqda.conferences.inbox@mail.mil. Requests will be routed to the appropriate approval authority listed in paragraph 4c.

c. Approval Authority for Army-Hosted Conferences. Approval authorities for this interim period are shown in the next table and may not be further delegated without the

¹ The U.S. Army Acquisition Support Center, a DRU under the Assistant Secretary of the Army (Acquisition, Logistics and Technology) will submit conference requests and report conference activity through the Assistant Secretary.

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express approval of the SA. Authority levels may be revised when the new Army directive on conferences is released.

Criteria for Army-Hosted Conferences	Approval Authority	Alternate Authority
Cost exceeds \$500,000	SA	USA
Regardless of cost, involves a no-cost contract with a non-Federal entity	SA	USA
Regardless of cost, includes a cosponsorship with a non-Federal entity	SA	USA
Regardless of cost, involves spouse travel at Government expense	SA	USA
Cost between \$100,000 and \$500,000 for organizations, activities, and units reporting to FORSCOM	CG, FORSCOM	SA, USA
Cost between \$100,000 and \$500,000 for organizations, activities, and units reporting to TRADOC	CG, TRADOC	SA, USA
Cost between \$100,000 and \$500,000 for organizations, activities, and units reporting to AMC	CG, AMC	SA, USA
Cost between \$100,000 and \$500,000 for organizations, activities, and units not reporting to FORSCOM, TRADOC, or AMC	AASA	SA, USA
Army-hosted with cost less than \$100,000	Commanders of ACOMs, ASCCs and DRUs (headed by a GO/SES), and HQDA Principal Officials	

Abbreviations Used:

AMC = U.S. Army Materiel Command
CG = Commanding General

FORSCOM = U.S. Army Forces Command
TRADOC = U.S. Army Training and Doctrine Command

5. Department of Defense (DoD)-Hosted Conferences. For conferences hosted by a DoD organization external to Army, the host DoD organization is responsible for determining and reporting total DoD attendance and costs. They are also responsible for obtaining conference approval from their appropriate approval authority.

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Army attendees should follow the registration guidance of the DoD host. However, the SA retains the right to restrict Army attendance to reduce Army costs.

6. Non-DoD-Hosted Conferences. The new OSD conference policy in reference 1a requires the SA or USA to approve Army attendance at any non-DoD conference where Army total costs exceed \$20,000. Because as few as 5 to 10 attendees can incur costs exceeding \$20,000, we must have visibility over all proposed conference travel requests to comply with this policy.

a. Suspension of Attendance. In reference 1b, the SA suspended Army attendance at non-DoD conferences through 31 December 2012 unless the conference was previously approved by the SA or an exception is granted. Exceptions will be granted only when the justification is compelling and attendance is critical to the Army mission.

b. Exception Requests. A request for an exception to attend a non-DoD conference will include:

- a request memo using the template at enclosure 1.
- an appropriate legal review.
- an endorsement from the commander of the appropriate ACOM, ASCC, or DRU; or HQDA Principal Official.
- an explicit statement from the endorser that “attendance at this non-DoD-hosted conference is *mission-critical*, and disapproval or delay of attendance will adversely affect the Army’s mission.” The statement will also provide a detailed explanation of how and why the mission will be adversely affected and why attendance at a non-DoD conference is mission-critical to the Army.

Requests will be forwarded to the AASA via the Army Conference Team mailbox at hqda.conferences.inbox@mail.mil. The AASA will assess all exceptions, compile any exceptions for the same conference, and either make a decision or forward the request to the SA/USA for decision based on the following approval levels:

Conference Criteria	Approval Authority	Alternate Authority
Non-DoD-hosted with estimated Armywide cost exceeding \$20,000	SA	USA
Non-DoD-hosted with estimated Armywide cost less than \$20,000	AASA	SA, USA

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7. Data Call for FY 13 Conferences. To ensure that respective approval authorities have the necessary information to exercise their obligations and responsibilities, an Armywide inventory of upcoming conferences is required. The information provided in response to this data call must be endorsed by the commander of the appropriate ACOM, ASCC, or DRU, or HQDA Principal Official. This endorsement confirms that hosting and/or attending the conference at the levels indicated is a necessary and cost-effective way to achieve a particular mission objective.

a. Army-Hosted Conferences

(1) **No later than 29 November 2012**, using the spreadsheet at enclosure 2, commanders of ACOMs, ASCCs, and DRUs, and HQDA Principal Officials will submit a master list of planned FY 13 Army-hosted conferences where estimated costs exceed \$100,000, or any conference, regardless of cost, that involves a cosponsorship relationship or no-cost contract with a non-Federal entity and/or Government-funded spouse travel. The intent is for this list to be all-inclusive. Additions will be considered only under exceptional circumstances.

(2) Conference requests requiring AASA or SA/USA approval (under current authorities listed in paragraph 4c) must be submitted no later than 90 days before the conference start date using the template in reference 1c. Late or incomplete requests may be returned without action, requiring you to cancel or reschedule the conference.

b. Data Call for FY 13 Non-DoD-Hosted Conferences

(1) The spreadsheet at enclosure 3 is a list of some of the larger projected FY 13 conferences hosted by other Federal agencies and non-Federal entities. It is an initial but incomplete starting point for this data call.

(2) **No later than 29 November 2012**, commanders of ACOMs, ASCCs, and DRUs, and HQDA Principal Officials will review the attached spreadsheet and:

(a) Identify the number of attendees your command or activity plans to send to the listed conferences and provide estimated related costs. Make sure the proposed attendance and cost is the minimum mission-critical requirement. These numbers must be compiled from all organizations reporting to your commander/Principal Official. Your projected attendance/cost should be strictly guided by the principle that travelers will be limited to the essential personnel required to achieve mission objectives. Attendance numbers will be considered a "not-to-exceed" cap. Cost estimates may fluctuate somewhat, particularly if locations and registration fees are not yet published. If complete cost information is unavailable for a particularly conference, annotate what is

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missing in the remarks column of the spreadsheet and make the best estimate possible with available data.

(b) Add conferences you have determined are mission-essential for your organization to attend. If you plan to send even one attendee to a non-DoD conference through 30 September 2013, you must list the conference. As mentioned in the previous paragraph, restrict attendance to the lowest level necessary to accomplish the mission.

(c) Assess the proposed Army conference lead. Army conference leads were assigned based on functional expertise. Where conferences cross functional lines, the conference lead was assigned to the organization with the largest attendance at last year's event according to Defense Travel System records. If you believe a conference has been inappropriately assigned, please annotate it in your response by changing the attached spreadsheet accordingly and providing rationale in the comment column for that conference. Your input will inform a final decision on the conference lead.

(3) The Office of the Administrative Assistant will compile all spreadsheets, reconcile the assignment of conference leads and develop a master log of non-DoD conferences for FY 13. Once complete, this document will be considered final, and requests to attend non-DoD conferences that are not listed will be considered by exception only. Therefore, it is imperative that your command or activity accurately report proposed conference attendance. Please note that the master log is a report of proposed attendance, not approved attendance. The functional lead will recommend conference attendance levels and the proper approval authority will approve or disapprove.

8. Submission Information. Commanders of ACOMs, ASCCs, and DRUs, and HQDA Principal Officials should email their submission to hqda.conferences.inbox@mail.mil by the suspense. Any questions or comments should be addressed to the Army Conference Team at (703) 545-8227.


JOYCE E. MORROW

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Principal Officials of Headquarters, Department of the Army
Commander

U.S. Army Forces Command

U.S. Army Training and Doctrine Command

(CONT)

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- Commander, U.S. Army Cyber Command
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YOUR OFFICIAL LETTERHEAD

(office symbol)

(date signed)

MEMORANDUM FOR Administrative Assistant to the Secretary of the Army

SUBJECT: Request for Exception to Attend a Non-DoD Hosted Conference

1. Event. Request an exception to attend (insert name of conference), (insert dates of conference), at (insert the location of the conference).
2. Description of Conference. Explain the purpose of the conference and why the Army is attending. You must enclose the agenda, include a detailed description of the tangible benefits that will result from attendance, and reference any applicable regulations or directives that require attendance.
3. Justification for Exception. Provide a compelling and detailed justification for an exception to policy for Army attendance at this event. The justification must explicitly state "Attendance at this non-DoD-hosted conference is *mission-critical*, and disapproval or delay of attendance will adversely affect the Army's mission." You also must explain how not attending the conference will have this effect.
4. Attendees. Complete the following table to show the organization's total number of requested attendees. In addition, describe what measures have been taken to discipline the number of attendees. You must note if any attendees are spouses funded at Government expense.

Requested Attendees	
Local Attendees	
Attendees in TDY Status	
Organization's Total Attendees	

5. Total Costs. Complete the following table to detail the estimated costs for all expenses and show all calculations. Highlight any sunk costs, such as nonrefundable travel or registration fees.

OFFICE SYMBOL

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Expense	Estimated Cost	Any Applicable Remarks
Registration fee	\$	Number of attendees x registration fee; include a short description of what is included in the registration fee (such as meals, materials)
Lodging costs for attendees		Number of attendees x nightly rate x number of nights
M&IE costs for attendees		Number of attendees x per diem (travel days are calculated at 75% of per diem)
Travel costs for attendees		Number of attendees x travel costs (such as estimated airfare)
Exhibit fee (if applicable)		If exhibit space was purchased, provide details and applicable costs.
Other specific costs		For example, van needed to transport supplies to venue. Include all costs associated with supporting the conference.
GRAND TOTAL	\$	

6. Point of Contact. Provide organization contact information: name, phone number, email address.

Encls¹

SIGNATURE BLOCK

(Must be signed or endorsed by GO/SES-level commander of ACOM, ASCC, or DRU, or HQDA Principal Official)

¹ NOTE: These items must be enclosed with this request: conference agenda and legal review.

**FY 13 Non-DoD-Hosted Conferences
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Organization	Sub-Organization	Type	Event Name	Location	Number of Attendees		Estimated Cost	Start Date of Event	End Date of Event	Proposed Army Lead	Purpose and How Conference Advances the Agency's Mission	Comments
					Local	TDY						
		NFE	AUSA ILW Army Aviation Symposium & Exposition Future of Army Aviation	National Harbor, MD				9-Jan-13	11-Jan-13	TRADOC		
		NFE	Professional Housing Management Association (PHMA) Professional Development Seminar (PDS) XXV	New Orleans, LA				21-Jan-13	25-Jan-13	ASA(E&E)		
		NFE	American Correctional Association (ACA) Winter Conference 2013	Houston, TX				25-Jan-13	30-Jan-13	PMG		
		NFE	National Defense Industrial Association (NDIA) Tactical Wheeled Vehicles Conference	Monterey, CA				3-Feb-13	5-Feb-13	AMC		
		NFE	85th Western Veterinary Conference	Las Vegas, NV				17-Feb-13	21-Feb-13	MEDCOM		
		NFE	AUSA Winter Symposium	Orlando, FL				20-Feb-13	22-Feb-13	TRADOC		
		NFE	Health Information & Management System Society (HIMSS)/Tri-service Medical Information Management Symposium (TMIMS)	New Orleans, LA				3-Mar-13	7-Mar-13	MEDCOM		
		NFE	Military Sensing Symposium Parallel	Southern, CA				11-Mar-13	14-Mar-13	AMC		
		NFE	American College Healthcare Executives Congress	Chicago, IL				11-Mar-13	14-Mar-13	MEDCOM		
		NFE	AFCEA TechNet Land Forces Southwest Conference and Expo	Tucson, AZ				19-Mar-13	21-Mar-13	HQDA CIO/G6		
		NFE	Uniformed Services Academy of Family Physicians	Lake Buena Vista, FL				21-Mar-13	26-Mar-13	MEDCOM		
		NFE	AUSA ILW LANPAC Symposium & Exposition	Honolulu, HI				9-Apr-13	12-Apr-13	USARPAC		
		NFE	Army Aviation Association of America Annual Professional Forum & Symposium	Forth Worth, TX				10-Apr-13	13-Apr-13	ASA(ALT)		
		NFE	SPIE Defense Security and Sensing Conference	Baltimore, MD				29-Apr-13	3-May-13	AMC		
		NFE	AUSA ILW Army Sustainment Symposium & Exposition	Richmond, VA				7-May-13	9-May-13	HQDA G4		
		NFE	American Society of Military Comptrollers (AMSC) Professional Development Institute (PDI) 2013	Denver, CO				29-May-13	31-May-13	ASA(FM&C)		
		NFE	81st Annual Military Operations Research Society (MORS) Symposium	West Point, NY				17-Jun-13	20-Jun-13	HQDA G8		
		NFE	2013 Army Aviation Association of America (AAAA) Fixed Wing Professional Forum	Huntsville, AL				18-Jun-13	21-Jun-13	DARNG		
		NFE	2013 American Association of Nurse Anesthetists (AANA) Annual Meeting	Las Vegas, NV				10-Aug-13	13-Aug-13	MEDCOM		
		NFE	Enlisted Association of the National Guard of the United States (EANGUS) 42nd Annual Conference & Expo	Sioux Falls, SD				18-Aug-13	22-Aug-13	NGB		
		NFE	The National Guard Association of the United States (NGAUS) 135th General Conference & Exhibition (2013)	Honolulu, HI				20-Sep-13	23-Sep-13	NGB		
		NFE	Asia Pacific Military Medicine Conference	TBD				EST Apr 13	EST Apr 13	MEDCOM		
	GOV		2013 GSA Smart Pay Training Conference	TBD				EST Aug-13	EST Aug-13	ASA(FM&C) and ASA(ALT)		
		NFE	Armed Forces Communications and Electronics Association (AFCEA) TechNet Land Forces East 2013	TBD				EST Aug-13	EST Aug-13	HQDA CIO/G6		

