



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

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Conference Planning and Approval in Response to COVID-19

1. References:

- a. Under Secretary of Defense for Personnel and Readiness memorandum (Force Health Protection (Supplement 2) – Department of Defense Guidance for Military Installation Commanders' Risk-Based Measured Responses to the Novel Coronavirus Outbreak), 8 March 2020
- b. Secretary of Defense memorandum (Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions), 22 May 2020
- c. Army Regulation 1–50 (Army Conference Policy), 2 July 2018
- d. Headquarters, Department of the Army (HQDA) EXORD 210-20 (CORONAVIRUS (COVID-19) TRANSITION FRAMEWORK), 19 May 2020, as fragmented
- e. Administrative Assistant to the Secretary of the Army and Director of the Army Staff memorandum (Prudent Planning for COVID-19), 10 March 2020
- f. Office of the Surgeon General (OTSG), DASG-ZA (Checklist for Conference Approval), 20 July 2020 (enclosed)

2. Army-hosted conferences provide an invaluable opportunity to plan and manage missions, train personnel, and share information. As outlined in references 1a, 1b, 1d, and 1e, Army leaders must take appropriate measures and precautions to ensure the health, safety, and welfare of Soldiers, Department of the Army Civilians, and others who attend our hosted conferences or those hosted by non-DoD entities.

3. Effective immediately, the following guidance supplemental to reference 1c will be followed to minimize risk to all personnel while ensuring the Army can continue to plan, train, and share information safely.

- a. These measures apply for Army-hosted conferences:

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(1) OTSG, in cooperation with the Army Public Health Center (APHC), developed the enclosed Checklist for Conference Approval, which sets forth requirements to safeguard participants before, during, and after an event. Completion of the checklist is required as a condition of conference approval. This checklist is required as part of the after-action report, in accordance with reference 1c, no later than 45 business days after the conference.

(2) The following verbiage will be included in approval memorandums for all Army-hosted conferences:

This approval is subject to continued compliance with applicable Federal, State, Centers for Disease Control and Prevention, Department of Defense, and Army rules and restrictions for travel and mass gatherings related to the COVID-19 pandemic. As a condition of conference approval, review and complete the enclosed checklist. It is separated into requirements to safeguard participants before, during, and after the event. The checklist is required as part of the after-action report.

b. These measures apply for non-DoD-hosted conferences:

(1) The enclosed Checklist for Conference Approval is required as a condition of approval for attendance at non-DoD-hosted conferences, regardless of approval authority. The Army component will identify an individual to complete the checklist and include it as part of the report in the Army Conference Reporting and Tracking Tool.

(2) The following verbiage must be included in approval memorandums for all non-DoD-hosted conferences:

This approval is subject to continued compliance with applicable Federal, State, Centers for Disease Control and Prevention, Department of Defense, and Army rules and restrictions for travel and mass gatherings related to the COVID-19 pandemic. As a condition of conference participation approval, review and complete the enclosed checklist. Identify an individual within [Insert command/organization/activity] to review and complete the enclosed checklist, which sets forth requirements before, during, and after the event. The required checklist must be submitted as part of the report in the Army Conference Reporting and Tracking Tool.

4. For questions about the OTSG/APHC checklist, contact the APHC COVID-19 Task Force at usarmy.apg.medcom-aphc.mbx.covid-19-task-force@mail.mil or through the APHC Staff Duty Officer at (410) 436-4375 or (800) 222-9698.

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5. This supplemental guidance may change as the COVID-19 response evolves.

Encl

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