



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

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Exceptions to Army Regulation 1–50 (Army Conference Policy)

1. References.

- a. Army Regulation (AR) 1–50 (Army Conference Policy), 2 July 2018
- b. AR 25–30 (Army Publishing Program), 14 June 2021

2. Pursuant to reference 1b, I approve the following exceptions to AR 1–50 for Army-hosted conferences, which will remain in effect for a period of one year from the date of this memorandum:

a. Chapter 5 (Conference Request Requirements). If an event will occur during Health Protection Condition Charlie or higher, or where the COVID-19 community level is high (as defined by the U.S. Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html>), any conference approval requests sent to the Secretary of the Army (SECARMY) or Administrative Assistant to the Secretary of the Army (AASA) must include a Health Risk Assessment (HRA) from the Regional Health Command or the Army Public Health Center (APHC). Requests for HRAs should be made at least 2 weeks before they will be required.

b. Paragraph 1–7b (Indicia of a conference). The use of commercial facilities is no longer indicia of a conference, including when considering as indicia in exemption criteria.

c. Paragraph 1–9 (Exemptible events). Events with costs exceeding \$500,000 require exemption approval by either the Vice Chief of Staff of the Army (VCSA), Director of the Army Staff (DAS), or AASA. The VCSA and the DAS are authorized to approve exemptions for events with costs exceeding \$500,000 for the Offices of the Chief of Staff of the Army (CSA), VCSA, DAS, and Sergeant Major of the Army; Army Service Component Commands (ASCCs); and Direct Reporting Units reporting directly to the CSA. The AASA is the exemption authority for all other Army organizations. These events, notwithstanding the exemption request, require a complete conference request as set forth in AR 1–50.

d. Paragraph 5–1g (Attendees). Use the required template at enclosure 1 to list all attendees. The attendance numbers must include all participants, including support staff, aides, guest speakers, presenters, non-Army personnel, and virtual attendees (when hosting a hybrid conference). Attendee numbers for both in-person and virtual attendance are estimates and will be adjusted in the after-action report. A justification for attendance is required for statutory volunteers, spouses, foreign government participants, and all other non-Army personnel. For

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Department of Army Civilians and Soldiers, the justification for attendance is satisfied by including the following statement in the approval memorandum:

This approval is based on your statement in the conference request that this conference is appropriately related to each attendee's official duties and will demonstrably benefit the Army.

e. Paragraph 6–1e (Local policies). In accordance with DoD Instruction 5305.5, for Army-hosted conferences within the National Capital Region, requesters must obtain approval to contract for short-term conference space, no later than 60 days before scheduled requirements, from the Director, Space Portfolio Management Division; Defense Facilities Directorate; Washington Headquarters Services. Requesters must provide the following information to coordinate commercial venue selection through the Office of the Administrative Assistant's Special Programs Directorate: the name of the conference, date of the conference, number of attendees, requesting agency point of contact information, three venue bids on the venues' official letterhead, and complete cost breakouts for the three venues.

f. Paragraph 8–2b (After the conference). An after-action report (AAR) must be signed by a GS-15/O-6 or higher in the requester's chain of command within 30 business days of conference conclusion. For conferences approved by the SECARMY or AASA, the command conference manager must upload the AAR—signed (or endorsed) by the Headquarters, Department of the Army principal official or Army command, Army service component command, or direct reporting unit commander (or civilian equivalent)—within 45 business days of conference conclusion in the Army Conference Reporting and Tracking Tool (ACRTT).

3. I stress the significance of the responsibility for policy compliance that accompanies these exceptions. Each conference request will be reviewed using the strictest of criteria to ensure that the event and the attendance of every Army attendee is in the best interests of the Army and the taxpayer. All conference reporting requirements will be met timely.

4. My point of contact for this action is Mr. Yaphet Brooks at [yaphet.brooks.civ@army.mil](mailto:yaphet.brooks.civ@army.mil).

Encls

MARK F. AVERILL

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