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***Army Regulation 1–50**

Effective 25 December 2024

Administration
Army Conference Policy

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:


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Administrative Assistant to the
Secretary of the Army

History. This publication is a major revision. The portions affected by this major revision are listed in the summary of change.

Authorities. This regulation implements the Department of Defense Conference Guidance.

Applicability. This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

Proponent and exception authority. The proponent of this regulation is the Administrative Assistant to the Secretary of the Army. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific requirements.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to usarmy.belvoir.hqda-oaa.mbx.army-hqda-conferences-inbox@army.mil.

Distribution. This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

*This regulation supersedes AR 1–50, dated 29 February 2024.

SUMMARY of CHANGE

AR 1–50
Army Conference Policy

This major revision, dated 25 November 2024—

- Updates exemption criteria language (para 1–7).
- Updates approval authorities, command conference managers, conference liaisons, conference planners and requesters, and participants' responsibilities (paras 2–8 thru 2–12).
- Updates approval authorities for Honoraria and speaker fees (table 2–1).
- Updates Army-hosted and non-DoD approval authorities (tables 2–1 and 2–2).
- Updates approval authorities of non-DoD conference attendance (table 2–2).
- Updates attendee justification requirements for conference requests (para 3–2e).
- Updates language for Army-hosted events held concurrently with non-Federal entities (para 3–2k(2)).
- Updates language for legal review requirement (para 3–2l).
- Updates after action review requirement (para 3–3).
- Adds an annual certification requirement (para 3–4a).
- Updates reporting requirements and replaces the usage of the Army Conference Reporting and Tracking Tool with the DoD Conference Reporting Tool (para 3–4b).
- Updates internal control evaluation test questions and requirements (app B).
- Shortens length of regulation from eight chapters to three (throughout).
- Removes redundant language from the Joint Travel Regulations, Joint Ethics Regulation, and other applicable policy (throughout).

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Glossary of Terms

Chapter 1 Introduction

1–1. Purpose

This policy implements the Department of Defense (DoD) conference policy in support of hosting and attending conferences, approval authorities, documentation, and reporting. It supplements conference provisions in various other regulations.

1–2. References, forms, and explanation of abbreviations

See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA directory located at <https://armypubs.army.mil/>.

1–3. Associated publications

This section contains no entries.

1–4. Responsibilities

See chapter 2.

1–5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in the Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil/>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

1–6. Applicability

This policy does not apply to Army National Guard events. In accordance with DoD policy, the Chief, National Guard Bureau will promulgate conference policy for the Army National Guard. This regulation does not apply to events hosted by medical treatment facilities (MTFs). The Defense Health Agency is responsible for the conference policy and management of MTF events. Attendance at command sponsored chaplain-led events for Soldiers and Families as described in 10 USC 1789 (such as Building Strong and Ready Teams) are not subject to this regulation.

1–7. Determination of a conference, types of conferences, and exemptions

All events, to include those referred to by names other than “conferences” (for example, symposium, meeting, seminar, and so forth), must be evaluated to determine whether or not it is a conference (see paras 1–7a and 1–7b) or if it is an exemptable event (see para 1–7c). If a clear-cut determination cannot be made, consider the event a conference. Events that are not conferences are not subject to this regulation. Whether conference attendance occurs in-person, virtually, or in a hybrid manner does not impact whether the event is a conference. However, the manner of attendance may impact the degree of scrutiny to which the conference is subject. Conferences must be categorized by type: DoD-hosted (whether hosted solely by the DoD or co-sponsored with non-DoD organizations), Army-hosted (whether hosted solely by the Army or co-sponsored with non-DoD organizations), or non-DoD-hosted conference. Consult your servicing legal adviser for assistance in determining whether an event is a conference and, if so, what type. Army-hosted conferences that meet exemption criteria require approval by the appropriate approval authority (see table 2–1). If conference costs exceed \$500,000, the approval authority must sign a written memorandum naming the applicable exemption. Conferences with costs less than \$500,000 must follow local command policies.

a. Conference definition. This regulation adopts the Joint Travel Regulations’ (JTR) definition of a conference. The JTR defines a conference as “a meeting, retreat, seminar, symposium, or event that involves attendee travel. This definition also applies to training activities that are conferences under 5 CFR 410.404.”

b. Indicia of a conference. Indicia include but are not limited to topics of interest and the participation of multiple agencies and/or non-Federal participants; a registration process; registration fees; a published substantive agenda; scheduled speakers or discussion panels; multiple-day agendas; guest speakers; affiliated social events; and the use of official representation funds in support of the event. The presence or absence of any one indicator does not determine whether the event is a conference. Approval authorities must consider the totality of the circumstances. Events that include Government-funded travel are typically conferences. As described elsewhere in this Regulation, events within the local area of an attendee's permanent duty location may qualify as a conference.

c. Exemptable events. Determination of an exemption must be made on a case-by-case basis after a thorough review of the characteristics of an individual event. Categorical or blanket exemptions—that is, exempting a category rather than explicitly identified individual events—is prohibited. If determined that the event clearly meets exemption criteria, no conference action is required. See table 2–1 for the appropriate exemption approval authority. All other relevant policies, such as for travel, must be followed. A record of the exemption determination is required and must be maintained at the organizational level. The below exemption criteria apply to Army-, DoD-, and non-DoD-hosted conference. At least one criteria indicium must be met for an exemption to apply—

(1) *Meetings necessary to carry out statutory command and staff oversight functions.* This exemption would include activities such as investigations, inspections, audits, or non-conference planning site visits. Other considerations include—

(a) The meeting is directly tied to language in a statute, government-wide regulation, or DoD regulation.

(b) The meeting is related to an official inquiry or investigation based on reported wrongdoing or reports of systemic problems. The inquiry or investigation in these cases generally is conducted by a single official and is directed by a formal appointment memorandum.

(c) The exemption does not apply broadly to meetings designed to improve policies or processes or to prepare reports, such as “reengineering,” “strategic planning,” and the like, even if the product of the meeting is a report mandated by statute or regulation.

(2) *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 daily business. Some indicia of a meeting to consider internal agency business are—

(a) The host is the Department of the Army, the event is held in a Departmental facility, only local travel is involved, and the attendees are solely government personnel.

(b) The meeting is a regular and recurring part of the employee's job description or job duties.

(3) *Meetings necessary to carry out planning or execution of operational or operational exercise activities or pre-deployment, deployment, or post-deployment activities.* This exemption would include activities such as planning and preparation for, as well as execution of, war games, military exercises, and operational deployments.

(4) *Bi-lateral and multi-lateral international cooperation engagements.* This exemption would include activities such as International Military Education and Training events, Traditional Commander's Activities, and other regional assistance programs. It would also include many of the activities of the Department's Regional Security Centers.

(5) *Formal classroom training.* 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 or professional licensure/certification, or other training entities. However, events are not exempt simply because they offer continuing education credits or the equivalent. Even when a portion of a larger event involves formal classroom training, this does not mean that the event as a whole falls within this exemption. For instance, if the annual meeting of Organization X has sessions that are comprised of formal classroom training, but the remainder of the meeting is not formal classroom training, the event as a whole does not fall within the exemption. Some indicia of formal classroom training are—

(a) The sole purpose is training, as opposed to networking, sharing best practices, or other similar purposes.

(b) Continuing education credit is available for all event sessions other than meals.

(c) The event is held in a facility regularly used for training, such as a university classroom, and not a hotel or conference center. However, even if an event is held in a hotel or conference center and all event sessions other than meals consist of classroom training, the event may qualify under the exemption. While location is not determinative, there should be special scrutiny if the training is held at a resort or other location.

(d) The means of instruction is typically in a classroom setting with an instructor and not speaking with exhibitors or obtaining others' views through participation in small groups.

(6) *Ceremonies*. Change of command, official military award, funeral, or other such ceremonies.

(7) *Recruitment*. Events where the primary purpose of DoD's participation is military or civilian recruiting and/or recruitment advertising.

(8) *Meetings*. Meetings of advisory committees subject to AR 15-1, where the membership of the committee consists of one or more individuals who are not full-time or permanent part-time Federal officers, employees, or military personnel.

Chapter 2 Responsibilities

Responsibilities for officials identified in the following paragraphs apply to hosting Army conferences and attending non-DoD-hosted conferences.

2-1. Secretary of the Army

The SECARMY will serve as an approval authority. See paragraph 2-8, table 2-1, and table 2-2.

2-2. Under Secretary of the Army

The USA will serve as an approval authority. See paragraph 2-8, table 2-1, and table 2-2.

2-3. Chief of Staff of the Army, Vice Chief of Staff of the Army, and Director of the Army Staff

The CSA, VCSA, and DAS will serve as approval authorities. See paragraph 2-8, table 2-1, and table 2-2.

2-4. Administrative Assistant to the Secretary of the Army

The AASA will—

a. Serve as an approval authority. See paragraph 2-8, table 2-1, and table 2-2.

b. Oversee the Department of Army's overall compliance with DoD conference guidance through the Special Programs Directorate (SPD). As the Army Conference Manager, SPD will—

(1) Review conference request packages for SECARMY or AASA approval.

(2) Conduct periodic staff assistance visits (SAVs) of conference activities, record keeping, and reporting.

2-5. Assistant Secretaries of the Army, commanding generals of Army commands, Army service component commands, and direct reporting units

The ASAs and CGs of ACOMs, ASCCs, and DRUs will serve as approval authorities. See paragraph 2-8, table 2-1, and table 2-2.

2-6. Deputy commanding generals and civilian equivalents of Army commands and principal officials of Headquarters, Department of the Army

The DCGs/SES equivalents and POs of HQDA will serve as approval authorities. See paragraph 2-8, table 2-1, and table 2-2.

2-7. General officers, members of the senior executive service

The GOs and SESs will serve as approval authorities. See paragraph 2-8 and table 2-1.

2-8. Conference approval authorities

The approval authority for a conference is based on total cost to DoD (see para 3-1), number of attendees, and organizational alignment. Approval authority for a co-sponsored conference is the same as for an Army-hosted conference. If two or more Army organizations co-sponsor a conference, the organization executing or funding the conference will obtain approval through its chain of command. See paragraph 3-2k for additional requirements for Army co-sponsored events. Note that approval to host or attend a conference is not a directive to do so, merely permission; approval is likewise subject to the availability of funds. Conference approval authority is delegated to those personnel listed in paragraphs 2-1 to

2–7 and tables 2–1 and 2–2. Further delegation is prohibited unless provided for in this regulation or in writing by the SECARMY. Conference approval authorities will—

a. Appoint a primary and alternate command conference manager and provide record of appointment to SPD.

b. Review all conference requests thoroughly for compliance with this regulation; the DoD conference policy; and all applicable laws, regulations, and policies (such as travel and ethics). Approve only those conferences that are demonstrably beneficial to the Army, appropriately related to attendees’ official duties, cost-effective and the best interests of the Army, the U.S. Government, and taxpayers. Ensure requests for actual expense allowance (AEA), rental vehicles, and local temporary duty (TDY) are justifiable and per the JTR. Disapprovals must be documented, provide the rationale for disapproval, and must be retained at the local level per paragraph 1–5.

(1) Conference approval authorities may approve AEA up to 300 percent.

(2) Rental vehicle usage should only be approved when the legal review addresses this.

(3) Local TDY should be approved only in rare circumstances.

c. Grant approval, within the overall limits of their approval authority, for recurring Army-sponsored or hosted conferences (multiple iterations of a conference or conferences). Requests for recurring approval must adhere to the conference documentation and reporting requirements in paragraph 3–2. Approvals must be in a single written memorandum and include control conditions based on historical execution of these events, such as, but not limited to, total conference costs, recurring frequency of event, total number of attendees, and a statement that the actual conference execution is still subject to site selection per paragraph 3–2*i* reporting requirements per this regulation and subject to availability of funding. Additional requirements for recurring conference approval include—

(1) Total Army costs cannot exceed 10% of the previous year’s conference cost; if costs exceed 10%, a new approval memorandum is required.

(2) Recurring conference approval does not constitute approval for funded spouse travel; each instance of spouse travel to the approved recurring conference must be approved on a case-by-case basis and individually by an appropriate approval authority and per applicable rules.

(3) Recurring conference approval cannot authorize AEA; each instance of AEA must be approved on a case-by-case basis by the appropriate approval authority.

1	SA, USA	<ul style="list-style-type: none"> To host conferences with DoD costs greater than \$500,000
	CSA, VCSA, and DAS For the offices of CSA, VCSA, DAS, and SMA; and DRUs reporting directly to the CSA	<ul style="list-style-type: none"> To host conferences with DoD costs less than or equal to \$500,000 To exempt conferences with DoD costs exceeding \$500,000 DAS only to approve honoraria or speaker fees exceeding \$5,000 for conferences hosted by organizations outside of HQDA*
2	ASAs, Commanders of ACOMs, ASCCs, and DRUs	<ul style="list-style-type: none"> To approve conferences hosted by their organization with DoD costs less than or equal to \$500,000 To exempt conferences with costs exceeding \$500,000
	AASA For all other activities not directly reporting to a Tier 2 authority	<ul style="list-style-type: none"> To host conferences with DoD costs less than or equal to \$500,000 To approve Honoraria or speaker fees exceeding \$5,000 for conferences hosted by organizations within HQDA* To exempt events with DoD costs exceeding \$500,000 for all other activities To approve proffered 1353 funds supporting travel for conference attendance by multiple commands**

3	GO/SESS	<ul style="list-style-type: none"> To approve conferences hosted by their organization with DoD costs less than or equal to \$100,000 To exempt conferences with DoD costs less than \$500,000
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Notes:

¹ Honoraria and speaker fees for conferences are limited to \$2,000 per speaker and may be approved by the conference approval authority. Those exceeding \$2,000 require justification and a separate approval prior to conference approval. Within HQDA, AASA is the approval authority for honoraria requests exceeding \$5,000 and the DAASA between \$2,000 and \$5,000. Outside HQDA, the DAS is the approval authority for honoraria requests exceeding \$5,000 and the VDAS between \$2,000 and \$5,000.

² All conference requests requiring SECARMY, CSA, or AASA approval must be endorsed by the HQDA principal official or ACOM, ASCC, or DRU Commander (or civilian equivalent).

**Table 2–2
Non-Department of Defense Hosted attendance approval authorities**

Officials	Approval authority
SA, USA	Army costs greater than \$500,000
CSA, VCSA, and DAS For the OCSA, VCSA, DAS, and SMA, and DRUs reporting directly to the CSA	Army costs \$100,000 to \$500,000
ASAs and commanders of ACOMs, ASCCs, and DRUs	Army costs \$100,000 to \$500,000
AASA For all other activities not directly reporting to an approved authority	Army costs \$100,000 to \$500,000

Notes:

¹ Approval authority for non-DoD conferences with total Army costs of \$100,000 or less than 50 attendees should be treated as a standard TDY and follow the JTR and other travel policies.

² The cost and number of attendees at non-DoD hosted events can be approved by your command/agency's TDY/TDA approval authority.

³ For attendance at non-DoD conferences with total Army costs exceeding \$100,000 and 50 attendees, approval must be obtained from the approval authority listed in table 2–2. For non-DoD Conferences requiring AASA or SA approval, a full conference request is required and must be endorsed by the HQDA principal official or ACOM, ASCC, or DRU Commander (or civilian equivalent). For all other approvals, the approval authority may determine how their organizations will process requests.

⁴ For individual acceptance of 31 USC 1353 gifts (not fitting the definition of proffered 1353 funds), refer to 41 CFR Chapters 300–304 (Federal Travel Regulation).

2–9. Command conference managers

Appointed command conference managers will—

- a. Publicize applicable laws, regulations, and policies, and ensure that requesters and other conference stakeholders are trained in conference policy and procedures and serve as the primary point of contact between SPD and the manager's respective command, organization, or activity for all conference matters.
- b. Obtain and maintain access to conference reporting tools and ensure compliance with chapter 3.

2–10. Conference liaisons

A designated conference liaison will—

- a. Serve as the Army lead for attendance at non-DoD hosted events that require the acceptance of proffered funds, comply with instructions, issue instructions, and ensure policy compliance.
- b. Comply with memorandums of instructions from the AASA or AASA subordinate directorates, as appropriate.

2–11. Conference planners and requesters

Conference planners and requesters will—

- a. Serve as the office of primary responsibility (OPR) for Army-hosted conferences requests requiring Tier I and AASA approval and for non-DoD hosted conferences requiring SA, USA, or AASA level approval, follow instructions from SPD and ECC staffing process found at <https://armyetaas.sharepoint-mil.us/sites/hqda-vdas-ecc/>.

b. Submit requests via ETMS2 90 days in advance if requiring SECARMY approval and 60 days for AASA approval. The days should be calculated from the earliest deadline relating to the conference, such as the date to process travel orders, submit visa requests, qualify for early registration fees, enter contracts, and so forth. This date is often much earlier than the conference start date and should be clearly identified in the conference request.

c. Submit requests for Army-hosted conferences within the National Capital Region (NCR). DoDI 5305.05 requires the submission for short-term conference or seminar space at least 60 calendar days before the scheduled requirements. Requests will be submitted to the Army Conferences mailbox usarmy.belvoir.hqda-oaa.mbx.army-hqda-conferences-inbox@army.mil and should include the name of the conference, date, geographical area within the NCR, total estimated cost, and number of attendees, the requesting agency point of contact information, three venue bids on the venues' official letterhead, and complete cost breakouts for the three venues.

d. Ensure compliance with this regulation and other applicable policies.

2–12. Conference participants

Conference participants will—

a. Participate in the most cost-effective method possible, including use of available options for virtual participation, and adhere to all conference and related policies and command conference manager directions.

b. Provide attendance information and justification, cost estimates, and any requested information identified in paragraph 3–2 and adhere to timelines.

Chapter 3

Conference Documentation and Reporting Requirements

This chapter only applies to Army-hosted conferences or non-DoD conference attendance requiring AASA or SA approval. See notes under table 2–2 for guidance on all other attendance at non-DoD hosted conferences.

3–1. Conference hosting expenses, fees, and total cost determination

Do not obligate any funds before obtaining written conference approval from the appropriate approval authority. Any use of appropriated funds must be based on authorized appropriations and represent the exercise of strict fiscal responsibility and good common sense regarding public perceptions and ethical behavior. All the conference costs and fees being paid must be consistent with fair market value and not above market average in support of any fundraising by the host or sponsors of an event. Expenses of a conference include all direct and indirect conference costs (include funds paid by all DoD components, not just the Army). Total conference costs should be the net value of the conference expenses less any fees or revenue received by the Army through the conference.

a. *Conference expenses.* Conference expenses include, but are not limited to: authorized travel and per diem expenses for all DoD sponsored attendees (both government and non-governmental attendees); cost of rooms for official business; audiovisual and other equipment usage; computer and telephone access fees; light refreshments or other food and beverage; items funded with official representation funds (ORF); must be approved separately from the conference request in accordance with AR 37–47, printing; registration, exhibitor, sponsor, or conference fees for all DoD sponsored attendees (whether government and non-governmental); ground transportation and/or parking fees; costs of conference preparation and planning; administrative expenses; and, honoraria and speaker fees (see table 2–1).

b. *Expenses not included in calculation.* Expenses not included in calculation for conference expenses are federal employee time for conference preparation and planning; federal employee time for attendance at the conference or enroute; security costs to ensure safety of attending government officials; contractor attendance costs charged to a contract that is not associated with the hosting or running of the conference. Note that nothing in this Regulation creates independent authority to sponsor contractor conference attendance. Contractor attendance must occur only if and as envisioned by the terms of the relevant contract.

c. *Prohibited conference expenses.* Conferences may not provide entertainment at the U.S. Government expense. For example, prohibited expenses include hiring musicians or other entertainers to perform at conferences (with the exception of military bands); procuring extraneous promotional items,

decorations, or other goods and services for participants that are unrelated to the purpose of the conference, procuring tickets to recreational activities outside of the conference setting; and using funds to produce non-substantive audiovisual materials. If there is any doubt as to the appropriateness of certain expenses, coordinate with your servicing legal counsel.

d. Conference fees. 10 USC 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. The decision whether to charge a fee for an Army-hosted conference will not be driven solely by the impact of said fee on the approval authority level for the conference (for example, to lower the approval authority level). Fiscal limitations on the expenditure of appropriated funds for conference expenses apply to the use of collected fees. Collected fees may not be used for prohibited expenses.

(1) Army host organizations who use contractors 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 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. Host organizations may not keep or use excess fees for any other purpose. Contact your organization's resource managers for further instructions.

3–2. Conference request requirements

Unless otherwise directed, a conference request is not required to attend a DoD-hosted conference because the hosting DoD organization is responsible for this as part of the hosting approval process. However, attendance at such events will be limited to those personnel included in the host's approved request and costs will be kept to a minimum. Conference requests submitted for Army-hosted and non-DoD conferences requesting AASA and SA approval will consist of the listed information and supporting documentation as applicable—

a. Dates. Conference dates must include travel days. Ancillary activities (receptions, socials, golf tournaments, military balls) will not be held during duty hours (for Army-hosted conferences) or used to extend the conference. Award ceremonies may be considered official business but may not extend the conference.

b. Purpose and justification. The justification for hosting or attending must overcome the presumption that face-to-face collocation of personnel is unnecessary. The justification must address how hosting or attending the conference will further the Army's mission.

c. Cost-benefit analysis. Include a detailed cost-benefit analysis with an explanation of other options considered exhausting all local, virtual, and less expensive means to determine in-person participation.

d. Estimated total costs. Provide a detailed and accurate breakdown of all costs associated with the conference as described in paragraph 3–1.

e. Attendees. Conference attendance by an employee or a military member is subject to a determination by the relevant approving authority that such attendance is appropriately related to the performance of the employee's/military member's official duties and that the expense of attendance is justified on that basis. A special justification for attendance is required for statutory volunteers, spouses, foreign government participants, and all other non-Army personnel who will be attending at U.S. Government expense.

f. Agenda. The agenda must be substantive and span from start to finish including speakers, programs, breakout sessions (with explanation of each session), other activities and any official after-hour activities. For non-DoD agendas, every effort must be made to obtain a detailed agenda spanning the entire duration of the conference.

g. Contract documents. The requester must include any contract-related documents (to include pre-award contract documents such as letters of intent, a request for proposal, or proposals). Consult with your acquisitions and resource specialist.

h. Government-provided meals, refreshments, and per diem. Include any details associated with government-provided meals, refreshments, and directions on per diem allowances (attendees must appropriately annotate the provided meals on their travel vouchers in accordance with travel policies). Approval authorities must remind them to do so.

i. Site and facility selection. Adhere to the 41 CFR 301–74.5 and 41 CFR 301–74.14, the JTR, the FAR and other applicable policy when making site and venue selection. See paragraph 2–11c for facilities located within the NCR. Ensure all associated details are outlined within the conference request.

j. Security assessment. A security assessment is required for each iteration of each conference held in a commercial facility. The security assessment will include—

(1) A force protection assessment, including threat and vulnerability assessments for the conference facility site and any specific security requirements for the conference facility. Different military installations may have different security requirements for hosting conferences on the installation, so check with the installation provost marshal for security requirements.

(2) 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.

(3) 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 facility, or cleared U.S. contractor facility where the conference will be held. Follow the procedures in AR 380-5 and coordinate directly with the Office of the Deputy Chief of Staff, G-2 for additional guidance.

k. Additional requirements for Army-hosted conferences.

(1) *For Army co-sponsored events.* Additional request requirements are contained in DoDI 5410.19, Volume 2 and supplemental Army guidance. The request to co-sponsor a conference must include a written review from an ethics advisor.

(2) *Army-hosted events held concurrently with non-Federal entities.* Army and non-Federal entities (NFEs) events will be separate and distinct; they will not be commingled. Army events will not be scheduled so that Army personnel must attend events an NFE hosts or scheduled to create any appearance the Army is providing additional attendees or audience for the NFE event. Army conference venues will not be chosen to accommodate, benefit, or promote attendance at the NFE event. All official Army activities, including award ceremonies and out-briefings, will be held as part of the Army event only. Any Army conference activities that must be scheduled immediately before or after an NFE event (known as “bookending”) may only be approved if the Approval Authority determines in writing that the Army events are not included as part of any registration being paid to attend an NFE event and that every effort is being made to ensure it is apparent to all attendees at the NFE event that the Army-hosted event is entirely unrelated, distinct, and not co-sponsored in any way with the NFE event. If the venue of an Army-hosted bookended event occurs at the same facility of an NFE event, the facility evaluation required by paragraph 3-2i must include a determination that use of the same facility was unavoidable due to impractical alternatives. For the purposes of this provision, NFE should be understood to apply to unofficial activities even if associated with or primarily attended by members of a federal entity (for example, unofficial unit balls).

(a) 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 regulation. The requester must still demonstrate completion of a thorough site selection and justify the final choice of city and venue.

(b) Non-DoD organizations may not provide services, facilities, or support to an Army conference unless the support has been accepted pursuant to an authorized gift statute, acquired through normal acquisition procedures, or the event is approved as being co-sponsored pursuant to the requirements in DoDI 5410.19, Volume 2. Questions should be directed to servicing legal counsel.

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

l. Legal review.

(1) *Army-hosted conference legal review.* Requests to host a conference requires legal review by the hosting organization’s servicing legal counsel as well as by the legal counsel supporting the approval authority. At a minimum, the hosting organization’s legal counsel review will address all ethics, purpose and justification, cost-benefit analysis, attendance information and justifications, funding and contracts, registration fees, refreshments, honoraria or speaker fees, per diem and any provided meals, security, estimated costs, use of rental vehicles, local TDY, and requests for AEA. Any legal objections must be mitigated before submission of the conference request.

(2) *Speaker or panel member for non-DoD conference legal review.* Non-DoD hosted conferences requesting DA speaker or panel member support require a legal review by their organization’s servicing legal office.

3–3. After action reports

An after action review (AAR) is required for Army-hosted conferences approved by Tier 1 and 2 approval authorities. AARs for conferences approved by Tier 3 approval authorities are at the discretion of the approval authority of the hosting organization. Required AARs must be signed by O–6/GS–15 or higher within 45 business days of the conference end date and retained at the local level per paragraph 1–5 and made available upon request. AARs should include: a summary of the conference, actual costs, and number of attendees.

3–4. Reporting requirements

Reporting requirements will be met through the annual certification of conference compliance and entries of all Army-hosted conferences with costs equal to or greater than \$20,000 into the DoD Conference Reporting Tool. All associated requests, approval/disapprovals, supporting documentation, and AARs must be retained at the local level per paragraph 1–5 and made available upon request.

a. Annual certification of conference compliance. Command conference managers will obtain a signed memorandum from their GO/SES in support of the annual requirement to certify that they are compliant with Army conference policy no later than 30 days after the end of each FY. These memorandums will be retained at the local level and made available upon request. The signatory must include a statement either that they have reviewed the documentation per appendix B and can assure they have been compliant, or that they have found discrepancies and explain their mitigation plans.

b. DoD Conference Reporting Tool. Command conference managers will enter the necessary data into the Tool for any Army-hosted conferences equal to or greater than \$20,000 within 15 business days of the conference end date. For conferences equal to or greater than \$100,000, all data entries must be completed, and the approval memorandum must be submitted for complete and accurate reporting. Command conference managers must validate final conference expenses submitted prior to the end of each fiscal year. Army-hosted conferences with costs less than \$20,000 and non-DoD conference costs do not need to be entered into the tool and must be maintained at the local command level. The DoD Conference Reporting Tool Homepage can be found at:

<https://apps.sp.pentagon.mil/sites/dodconferencetool/dodconferencetoolhome/home.aspx/>.

Appendix A

References

Section I

Required Publications

Unless otherwise stated, Department of the Army publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil/>. CFRs are available at <https://www.ecfr.gov/>.

Department of Defense Conference Guidance

(Cited in title page.) (Available at <https://apps.sp.pentagon.mil/sites/dodconferencetool/lists/guidance-andhelpdocuments/forms/guidance.aspx/>.)

DoDI 5305.05

Space Management Procedures for the National Capital Region and Washington Headquarters Services-Serviced Components (Cited in para 2–11c.) (Available at: <https://www.esd.whs.mil/>.)

JTR

Joint Travel Regulations (Cited in para 1–7a.) (Available at <https://www.travel.dod.mil/>.)

5 CFR 410.404

Determining if a conference is a training activity (Cited in para 1–7a.)

41 CFR Chapters 300–304

Federal Travel Regulation (Cited in table 2–2.)

41 CFR 301–74.14

What records must we maintain to document the selection of a conference site? (Cited in para 3–2*i*.)

41 CFR 301–74.5

How should we select a location and a facility? (Cited in para 3–2*i*.)

10 USC 2262

Department of Defense conferences: collection of fees to cover Department of Defense costs (Cited in para 3–1*d*.) (Available at <https://uscode.house.gov/>.)

31 USC 1353

Acceptance of travel and related expenses from non-Federal sources (Cited in table 2–2.) (Available at <https://uscode.house.gov/>.)

Section II

Prescribed Forms

This section contains no entries.

Appendix B

Internal Control Evaluation

B–1. Function

The function covered by this evaluation is the Army Conference Policy.

B–2. Purpose

The purpose of this evaluation is to assist commanders in evaluating the key internal controls listed. It is intended as a guide and does not cover all controls.

B–3. Instructions

Answers must be based on the actual testing of key internal controls by utilizing one of four test methods which are Inquiry, Observations, Examination, or Re-performance. Inquiry regarding a control's effectiveness does not, by itself, provide sufficient evidence of whether a control is operating effectively and generally is corroborated through other types of control tests (observation or inspection). Answers that indicate deficiencies must be explained and corrective action identified in supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on a DA Form 11–2 (Internal Control Evaluation Certification).

B–4. Key control questions

- a. Have exemptions been properly determined, documented, and approved by an approval authority?
- b. Are approval authorities reviewing and approving conferences and attendance per paragraph 2–8b?
- c. Does SPD have an up-to-date memorandum appointing a primary and alternate command conference manager?
- d. Have reoccurring conferences been properly documented and approved by an authority per paragraph 2–8c?
- e. Are Army-hosted conferences with costs \$20,000 or greater being reported in the DoD Tool within 15 business days of the conference end date?
- f. Do approved conference request packages on file adhere to and consist of the listed information and supporting documentation per chapter 3-2?
- g. Was an NCR request for short-term conference submitted per paragraph 2–11c?
- h. Are AARs on file per paragraph 3–3?
- i. Is there a signed memorandum on file capturing the annual certification of conference compliance per paragraph 3–4a?

B–5. Supersession

This evaluation replaces the evaluation previously published in AR 1–50, dated 29 February 2024.

B–6. Comments

Help to make this a better tool for evaluating internal controls. Submit comments to the Administrative Assistant to the Secretary of the Army at usarmy.belvoir.hqda-oaa.mbx.army-hqda-conferences-inbox@army.mil.

Glossary of Terms

Actual expense allowance

Authorization for reimbursement for actual lodging expenses that exceed per diem.

Army-hosted conference

The Army is considered the host when it plans and/or funds the event, most participants will be Army personnel, and the conference topic or purpose is specific to the Army.

Attendee

Individual participating in the mission of the event, including speakers (if they go on to attend the rest of the event) and support staff of conference participants/attendees. Does not include the staff of a contracted venue.

Command conference manager

An appointed command, organization, or activity point of contact and representative responsible for publicizing procedures, answering local level questions, preparing conference requests, and submitting required reports.

Commercial facility

A facility owned or leased by an organization other than the government or military. These facilities are often, but not always, owned by profit-making organizations and can include hotels, conference centers, privately-owned buildings, and so forth. Facilities owned by federally funded research and development centers are commercial facilities under this policy.

Conference liaison

The organization or activity designated as responsible for promulgating a single request and AAR for all Army attendance at a non-DoD-hosted event.

Conference participants

Conference participants are all personnel attending any conference, whether Army-, DoD-, or non-DoD-hosted, and regardless of whether the person takes an active role such as presenting an exhibit or speaking. This includes the support staff of conference hosts or attendees.

Conference planner

Conference planners come from the hosting Army organization and are involved in the planning and execution of a conference.

Conference requester

Requesters are persons or organizations submitting a request to either host or attend a conference.

Conference sponsor/conference host

The organization hosting the conference by planning, funding, or executing the event.

Co-sponsored conference

An event that an Army command, organization, or activity sponsors in collaboration with another organization external to the Army by developing the substantive aspects of the event or providing substantial logistical support as defined by the Joint Ethics Regulation. *Note.* If the Army provides 50 percent or more of the speakers or presenters on the agenda, the event is co-sponsored.

Discussion panel

Formal dialogue before an audience with the topic and speakers selected in advance.

DoD-hosted conference

A conference hosted or sponsored by a DoD organization external to the Army.

Host

Also called sponsor. The host is usually the organization that fully or partially funds the event. This host is responsible for developing the substantive aspects of the event, such as date, location, and attendees; provides substantial logistical support, or executes the event.

Hybrid conference

A conference conducted with a mixture of in-person and virtual attendees.

In conjunction with a non-Federal entity

An Army-hosted event that is scheduled concurrently or sequentially, but separate from, another non-DoD-hosted event in the same location.

Local attendee

Attendee residing, or whose permanent duty station is, within the local commuting area of the conference venue.

Local conference

A conference occurring within the attendee's or attendees' local commuting area. (Local conferences generally are not subject to this policy, even if they involve reimbursable local travel costs (such as parking or local mileage). However, local conferences with registration or other similar fees are subject to this policy.)

Local temporary duty

An official status in which personnel within their local commuting area receive per diem.

No-cost conference

Participation in the event incurs no cost to the Army. A conference is no-cost only if it has absolutely no reimbursable costs, including incidental or travel expenses. (*Note.* 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 benefits under Section 1353, Title 31, United States Code (31 USC 1353). For conferences involving absolutely no reimbursable costs or other Army expenditures, conference approval is not necessary; follow your organization's TDY or attendance policy.)

Non-Department of Defense-hosted conference

Conference hosted or sponsored by an organization external to DoD. These organizations could be other Federal agencies, such as the U.S. Environmental Protection Agency, or NFEs, such as North Atlantic Treaty Organization. Non-DoD conference participation encompasses all Army employees attending or participating at Army expense, including speakers, presenters, panel members, awardees, or support staff, and may include the provision of exhibits and logistical support.

Non-Federal entity

An organization or individual external to the U.S. Federal Government. This includes but is not necessarily limited to corporations, non-profit organizations; institutions of higher education; and foreign, State, and local governments.

Office of primary responsibility

Ultimately responsible for task completion; responsible for providing a cohesive response for either the overall task or as a subject matter expert for coordination.

Per diem

A specific amount of money, based on locale, the Government gives an individual on TDY orders to cover expenses when traveling in an official capacity. Per diem consists of lodging, meals, and incidental expenses. Lodging reimbursement is listed as the maximum amount but will be reimbursed at the actual cost if obtained below the per diem rate. See the JTR Glossary for the full definition.

Proffered 1353 funds

Funds offered under 31 USC 1353 for official travel supporting a large number of travelers from multiple Army organizations in advance to a specific event.

Revenue

All direct and indirect conference costs collected or reimbursed to Army by non-DoD entities. Revenue includes, but is not limited to, registration fees, exhibitor fees, or sponsor fees collected.

Temporary duty

Official duty at a location other than the permanent duty station. See the JTR Glossary for the full definition.

Traditional commander activities

Under authority of traditional commanders' activities (TCAs), the Secretary of Defense (SECDEF) may direct military-to-military contacts and comparable activities designed to encourage a democratic orientation of defense establishments and military forces of other countries.

Virtual conference

An event that is conducted or may be viewed on a computer or other electronic source, where no attendee travel is required to participate in the event. (*Note.* Participation in virtual conferences involving absolutely no attendee travel, even if virtual participation incurs a registration fee, is not a conference. No conference approval is required for virtual participation, but attendees must adhere to all relevant policies. Participation in virtual conferences that require attendee travel meet the JTR definition of a conference and are subject to this regulation.)

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