



REPLY TO  
ATTENTION OF:

EACG

**DEPARTMENT OF THE ARMY**

HEADQUARTERS, 8TH ARMY

UNIT #15236

APO AP 96205-5236

14 JUL 2011

MEMORANDUM FOR All 8th Army Assigned Soldiers and Civilians

SUBJECT: 8th Army Command Policy Letter #47 - Conferences, Symposia, Seminars, and Meetings

1. References:

a. Army Directive 2011-05, Department of the Army Conferences, Symposia, Seminars, and Meetings, 20 April 2011.

b. Department of the Army Memorandum 1-17, HQDA Conferences, Symposia, Seminars, and Meetings, 15 November 2006.

c. Memorandum, Office of the Administrative Assistant to the Secretary of the Army, 19 May 2011, subject: Request for Exemption to Army Directive 2011-5 - ACTION MEMORANDUM.

2. Purpose. To provide procedures for submitting requests in accordance with the above references to conduct conferences, symposia, seminars, and similar meetings (hereafter referred to as "conferences") in the Republic of Korea (ROK) through 8th Army to the Secretary of the Army (SECARMY) for approval.

3. Applicability.

a. This policy is applicable to the following activities: Headquarters (HQ), 8th Army; all units assigned, attached, or under the operational and/or administrative control of 8th Army, including the 2d Infantry Division (2ID) and the 19th Expeditionary Sustainment Command (19<sup>th</sup> ESC); and all Army units that are provided with US Government appropriated funds through the Assistant Chief of Staff for Resource Management (ACSRM), 8th Army. For purposes of this policy, the activities to which this policy is applicable to will hereafter be referred to as "affected activities."

b. This policy does not apply to Installation Management Command – Korea (IMCOM-K) and its major subordinate commands (including US Army Garrison units in the ROK).

c. In accordance with reference 1c, this policy does not apply to "Strong Bonds" events in support of Soldiers and their spouses. However, all other events sponsored by chaplains, including "Strong Bonds" training events for chaplains, must continue to be submitted for approval in accordance with reference 1a, 1b, and this policy. Since reference 1c provides only interim exception authority for "Strong Bonds" events in support of Soldiers and their spouses, coordinators of "Strong Bonds" events in support of Soldiers and their spouses will confirm the continued applicability of reference 1c prior to obligating US Government appropriated funds that are provided through the ACSR, 8th Army.

EACG

SUBJECT: 8th Army Command Policy Letter #47 - Conferences, Symposia, Seminars, and Meetings

#### 4. Policy.

a. The definition of the term "conference" as contained in section II of the glossary of reference 1b (and as further modified by paragraph 3 of reference 1a) shall be the prevailing definition of the term "conference" for purposes of this policy.

b. Before obligating US Government appropriated funds that are provided through the ACSR, 8th Army, affected activities that propose to conduct a conference in the ROK must first obtain approval from SECARMY in accordance with references 1a and 1b. Such approval must be preceded by a proposal from the affected activities that is routed through HQ, 8th Army for forwarding to the Office of the Administrative Assistant to the SECARMY.

#### 5. Procedures.

a. Proposals by affected activities to conduct a conference in the ROK (hereafter referred to as "conference proposals") will contain the following information (See the enclosure for a sample of conference proposal):

(1) The name of the conference proponent, the title and purpose of the conference, and the proposed dates of the conference.

(2) A statement indicating whether foreign government representatives will attend the conference, and if so, a statement that the conference proponent has coordinated foreign national attendee screening with the Assistant Chief of Staff (ACofS) G-2, 8th Army.

(3) A statement indicating whether the conference will involve classified information, and if so, the name and location of the U.S. military or other U.S. government installation or the cleared U.S. contractor facility at which the conference will be held.

(4) Justification for and benefits of holding the conference. Explain what lower cost alternatives to the conference (for example, teleconferencing or video conferencing) were considered and why alternatives were not feasible. Explain efforts to coordinate conference timing, location, and objectives with other conferences.

(5) The proposed location for the conference. For conferences not held on a military installation or government owned or leased space, state the location of the conference, security measures, and the rationale for the choice of location. The rationale must include:

(a) Efforts to seek a conference location on a military or government installation.

(b) Justification for not using a military or government installation.

(c) Explanation of attempts to reduce costs in selecting a particular location over other locations. Include a minimum of three sites, resorts, or hotels that were considered for the conference along with the recommended site.

EACG

SUBJECT: 8th Army Command Policy Letter #47 - Conferences, Symposia, Seminars, and Meetings

(6) Number of attendees broken out by military personnel and all other (e.g., family members and foreign government personnel). If accompanying spouse travel is requested, a separate memorandum addressed to the Chief of Staff, US Forces, Korea must be submitted not later than 30 days prior to travel.

(7) Number of attendees who will travel over 25 miles to the conference location.

(8) Total estimated cost of the conference to the government. Conference costs must be broken out by category and include, but are not limited to:

(a) Administrative costs.

(b) Facility costs.

(c) Per diem costs.

(d) Transportation/travel costs.

(e) Security costs.

(f) Audiovisual and information technology costs.

(g) Honoraria costs and awards.

(h) Per person and total costs of provided meals, refreshments, and other food/drink.

(i) Conference or registration fees, as permitted by applicable law, regulation, and policy.

(j) If conference lodging allowance rates are required, clearly identify the cost difference between the JFTR published rate and the negotiated hotel rate (See JFTR App. R, Part 2, for computational guidance.)

(9) An explanation of any meals, refreshments, or other food/drink to be provided at Government expense, other than TDY per diem. (Note the limitation on light refreshments at paragraph 6m.) If the conference proponent's intent is to provide participants residing within the permanent duty station (PDS) local area per diem entitlements, the conference proposal must include justification for this action.

(10) The cost-saving features over similar past conferences.

(11) An explanation of all funding sources, e.g., Strong Bonds, MFP-2, MFP-11 or funds intended to support overseas contingency operations. Specify how much of each funding source will be utilized.

EACG

SUBJECT: 8th Army Command Policy Letter #47 - Conferences, Symposia, Seminars, and Meetings

(12) Force protection considerations. Submit the name and contact number of the Conference Proponent Security Officer or Special Events Security Manager. Submit confirmation of the initial coordination with the security office for security support for the conference.

(13) A copy of any legal opinions concerning the proposed conference.

b. Conference proposals will adhere to the following cost requirements.

(1) Conference proponents will minimize all conference costs, including administrative costs, conference attendees' travel and time costs, and will limit conference attendance to the minimum number of individuals required. Conference attendance must be directly and clearly related to mission achievement. The benefits derived from a conference must justify the invested resources.

(2) All conference costs will reflect an economical and efficient use of taxpayer dollars. Conference proponents will maximize the use of government-owned or government-provided conference facilities. Commercial facilities will be used only when they can be proven more economical, or when military or other government facilities are unavailable when needed. Efforts must be made to adjust conference scheduling to fit the availability of military or other government facilities. If commercial facilities are to be used, conference proponents will first check the availability of those facilities in the Lodging Success Program. Conference proponents will avoid selecting venues in resort locations.

(3) Conferences will not be held in any facility in which the cost for lodging exceeds the per-diem rate for that that location.

c. Conference proposals will adhere to the following security requirements.

(1) All conferences involving classified information will be held only at a secure location on U.S. military or other U.S. government installations or at a cleared U.S. contractor facility. Conference proposals will include a review and cost analysis provided by the ACofS, G-2, 8th Army.

(2) For conferences not involving classified information, the priority of site selection from most to least secure is:

(a) Military Installations. Existing installation security plans will be deemed sufficient for conferences held on U.S. military installations. A vulnerability assessment and conference security plan will not be necessary for those facilities located on military installations, unless the threat assessment identifies known threats.

(b) Department of Defense (DOD)-cleared government or contractor facilities where public access can be controlled. Security procedures in reference 1b, appendix B will be followed.

EACG

SUBJECT: 8th Army Command Policy Letter #47 - Conferences, Symposia, Seminars, and Meetings

(c) Non-DoD cleared government or civilian facilities with a security force. Security procedures in reference 1b, appendix B will be followed.

(d) Government or civilian facilities with no security force. Security procedures in reference 1b, appendix B will be followed.

d. Conference proposals will adhere to the following approval requirements.

(1) Conference proposals originating from either 2ID (or its major subordinate commands) or 19<sup>th</sup> ESC (or its major subordinate commands) will be submitted to the Secretary of the General Staff (SGS), 8th Army over the endorsement of the Commander, 2ID or the Commander, 19<sup>th</sup> ESC respectively.

(2) Conference proposals from all other affected activities will be submitted to the SGS, 8th Army, over the endorsement of a commander or HQ, 8th Army staff principal in the grade of O-6.

(3) Conference proposals from affected activities that do not have either a commander or HQ, 8th Army staff principal in the grade of O-6 will be submitted to the ACofS, G3/5/7, 8th Army for review. If the ACofS G3/5/7, 8th Army, determines that a conference proposal merits continued forwarding, the conference proposal will be submitted to the 8th Army SGS over the endorsement of the ACofS G3/5/7, 8th Army. If the ACofS G3/5/7, 8th Army, determines that a conference proposal does not merit continued forwarding, the conference proposal will be returned to the affected activity without action.

(4) Conference proposals will include all of the information required under paragraph 5 of reference 1a and any additional information required by reference 1b.

(5) Conference proposals that fall within the scope of paragraphs 4c(1) and 4c(2) above will be submitted by affected activities to the SGS, 8th Army not less than 120 days prior to the start of the conference. Conference proposals that fall within the scope of paragraph 4c(3) above will be submitted by affected activities to the ACofS G3/5/7, 8th Army not less than 150 days prior to the start of the conference. If the ACofS G3/5/7, 8th Army determines that a conference proposal merits continued forwarding, the conference proposal will be submitted by the ACofS G3/5/7, 8th Army to the SGS, 8th Army not less than 120 days prior to the start of the conference.

(6) Upon receipt of a conference proposal, the SGS, 8th Army will immediately forward the conference proposal to (at a minimum) the ACSRM, 8th Army for concurrence/non-concurrence and to the Staff Judge Advocate (SJA), 8th Army for legal review.

EACG

SUBJECT: 8th Army Command Policy Letter #47 - Conferences, Symposia, Seminars, and Meetings

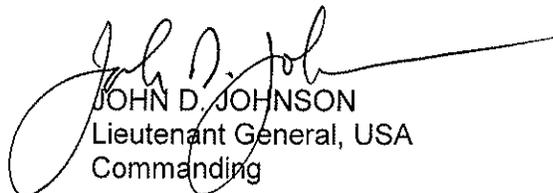
(7) Upon completion of the coordination activities listed in paragraph 4c(6) above, the SGS, 8th Army will forward conference proposals through the Chief of Staff, 8th Army and the Deputy Commander, 8th Army to the Commander, 8th Army for review. If the Commander, 8th Army, determines that a conference proposal merits continued forwarding, the conference proposal will be submitted to the Office of the Administrative Assistant to SECARMY over the endorsement of the Commander, 8th Army.

(8) In the absence of the Commander, 8th Army, and upon completion of the coordination activities listed in paragraph 4c(6) above, the SGS, 8th Army will forward conference proposals through the Chief of Staff, 8th Army to the Deputy Commander, 8th Army for review. If the Deputy Commander, 8th Army determines that a conference proposal merits continued forwarding, the conference proposal will be submitted to the Office of the Administrative Assistant to SECARMY over the endorsement of the Deputy Commander, 8th Army, with the stipulation that such endorsement is "FOR THE COMMANDER, 8th Army."

e. Conference proposals that are received by HQ, 8th Army that do not conform strictly to the conference proposal requirements of this policy and references 1a, 1b, and 1c will be returned to the affected activities without action.

6. Proponent. The proponent of this policy is the Assistant Chief of Staff G3/5/7, 8<sup>th</sup> Army.

Encl  
Sample Conference Proposal



JOHN D. JOHNSON  
Lieutenant General, USA  
Commanding

Enclosure

**Sample Conference Proposal**

[Unit Letterhead]

[Office Symbol]

MEMORANDUM FOR Commander, Headquarters, 8th Army, Unit# 15236, APO AP 96205-5236

SUBJECT: Conference Proposal for [Conference Name]

1. In accordance with 8<sup>th</sup> Army Command Policy Letter #47, request approval for [Conference Name].
2. In support of this request, please note the following [Provide the Following Information]:
  - a. The name of the conference proponent, the title and purpose of the conference, and the proposed dates of the conference.
  - b. A statement indicating whether foreign government representatives will attend the conference, and if so, a statement that the conference proponent has coordinated foreign national attendee screening with the Assistant Chief of Staff (ACofS) G-2, 8th Army.
  - c. A statement indicating whether the conference will involve classified information, and if so, the name and location of the U.S. military or other U.S. government installation or the cleared U.S. contractor facility at which the conference will be held.
  - d. Justification for and benefits of holding the conference. Explain what lower cost alternatives to the conference (for example, teleconferencing or video conferencing) were considered and why alternatives were not feasible. Explain efforts to coordinate conference timing, location, and objectives with other conferences.
  - e. The proposed location for the conference. For conferences not held on a military installation or government owned or leased space, state the location of the conference, security measures, and the rationale for the choice of location. The rationale must include:
    - (1) Efforts to seek a conference location on a military or government installation.
    - (2) Justification for not using a military or government installation.
    - (3) Explanation of attempts to reduce costs in selecting a particular location over other locations. Include a minimum of three sites, resorts, or hotels that were considered for the conference along with the recommended site.
  - f. Number of attendees broken out by military personnel and all other (e.g., family members and foreign government personnel). If accompanying spouse travel is requested, a separate memorandum addressed to the Chief of Staff, US Forces Korea must be submitted not later than 30 days prior to travel.
  - g. Number of attendees who will travel over 25 miles to the conference location.

[Office Symbol]

SUBJECT: Conference Proposal for [Conference Name]

h. Total estimated cost of the conference to the government. Conference costs must be broken out by category and include, but are not limited to:

- (1) Administrative costs.
- (2) Facility costs.
- (3) Per diem costs.
- (4) Transportation/travel costs.
- (5) Security costs.
- (6) Audiovisual and information technology costs.
- (7) Honoraria costs and awards.
- (8) Per person and total costs of provided meals, refreshments, and other food/drink.
- (9) Conference or registration fees, as permitted by applicable law, regulation, and policy.
- (10) If conference lodging allowance rates are required, clearly identify the cost difference between the JFTR published rate and the negotiated hotel rate (See JFTR App. R, Part 2, for computational guidance.)

i. An explanation of any meals, refreshments, or other food/drink to be provided at Government expense, other than TDY per diem. (Note the limitation on light refreshments at paragraph 6m.) If the conference proponent's intent is to provide participants residing within the permanent duty station (PDS) local area per diem entitlements, the conference proposal must include justification for this action.

j. The cost-saving features over similar past conferences.

k. An explanation of all funding sources, e.g., Strong Bonds, MFP-2, MFP-11 or funds intended to support overseas contingency operations. Specify how much of each funding source will be utilized.

l. Force protection considerations. Submit the name and contact number of the Conference Proponent Security Officer or Special Events Security Manager. Submit confirmation of the initial coordination with the security office for security support for the conference.

m. A copy of any legal opinions concerning the proposed conference.

3. The point of contract for this request is the undersigned at [Provide POC Information].

SIGNATURE BLOCK