CHIEF NATIONAL GUARD BUREAU INSTRUCTION

NGB-ZC
DISTRIBUTION: A

CNGBI 9100.01
16 July 2012

FINANCIAL ADMINISTRATION
NATIONAL GUARD CONFERENCE POLICY

Reference(s): See Enclosure J.

1. Purpose. This instruction establishes policy and requirements; assigns responsibilities; and prescribes procedures for preparing, processing and approving requests for conferences sponsored by activities with the National Guard (NG) as well as other conferences attended by NG Personnel.

2. Cancellation. This instruction cancels NGB Memorandum 37-4/65-001 dated 28 January 2011 and NGB 37-110, dated 31 August 1983.

3. Applicability. This instruction applies to all personnel assigned or attached to the National Guard Bureau (NGB), the Army National Guard (ARNG), Air National Guard (ANG), and all States, Territories, and the District of Columbia.

4. Policy.

a. Holding a conference can be an appropriate method of conducting NG activity business. However, Department of Defense (DoD) policy requires conference planning to minimize cost to the Government and to ensure the safety and security of conference participants.

b. NG activities must engage in planning activities that identify the need for a conference as early as possible to permit coordination and execution of conference responsibilities. The intent of this policy is to impose planning requirements and administrative controls on the planning and execution of NG conferences, thereby minimizing the aforementioned concerns. NG activities may implement their own conference planning requirements and administrative controls so long as they are consistent with policies contained herein.

c. NG conference purposes include facilitating the efficient conduct of NG and its operations, conducting required training, or accomplishing some other official purpose. To that end, NG activities must ensure that they plan and execute NG conferences while keeping in mind that they have an obligation to be responsible stewards of government resources and funds. The primary factors for making a determination as to location must be the adequacy of the location to meet conference objectives and the relative overall cost to the government. Conference location must be objectively supportable using these criteria and others contained in this and other DoD policies.

d. This policy has been reviewed by NGB-Chief Counsel (NGB-JA) and is determined legally sufficient. All NG activities shall follow the policy guidance herein, as well as its spirit and intent. All conference points of contact (POC) will contact their activity conference planner for guidance. If further clarification of this policy is necessary, directorate conference planners should submit request for clarification to NGB Comptroller and Director of Administration and Management (NGB-ZC).

5. Definitions. See Enclosure A.

6. Responsibilities. Personnel will comply with law, regulation and policy applicable to conference planning, including the provisions for conference planning in the Joint Federal Travel Regulation (JFTR) Joint Travel Regulation (JTR), specifically Appendix R (Conferences); DOD 5500.7-R (Joint Ethics Regulation (JER)); and all other pertinent regulations. NGB personnel will familiarize themselves with these regulations and other travel policy guidelines before planning a conference. Legal advisors in the NGB will assist their clients by providing thorough, accurate and consistent legal reviews, as appropriate. Further, all personnel are expected to strictly apply sound fiscal principles throughout the conference planning and administration processes.

a. Reviewing Authority. Reviewing Authority will:

(1) Ensure that NG activities are aware of and follow this policy.

(2) Ensure that the purpose is clearly defined, i.e. deliverable/product/outcome of each conference.

b. Approval Authorities. This document delegates the approval authorities (see Glossary) and they will:

(1) Ensure that activities under their supervision are aware of and follow this policy.

(2) Provide appropriate planning guidance to enable activities under their supervision to plan and execute conferences in accordance with (IAW) this policy.

(3) Approve conferences IAW this policy upon receipt of the relevant information and documentation required by this policy.

(4) Approve exceptions to this policy within delegated levels of authority. Exception authority is not delegable below the General Officer (GO)/ Senior Executive Service (SES) level.

(5) By 1 June of each year, provide list of all conferences scheduled for the next 24 months and ensure they are posted on the Master Event Calendar as conference requests are received, to the extent such information is available. Basic information to be provided and included on the calendar includes the number of personnel expected to attend and the estimated total cost, including travel, per diem of attendees, and personnel cost of those planning and working the conference.

(6) Ensure that conference after action reviews (AARs) are provided IAW this policy, as required.

(7) Maintain gratuitous service agreements used in conjunction with no-cost conference planners. It is recommended that this function be performed by a directorate conference planning activity.

c. NGB-ZC. NGB-ZC will:

(1) Act as an exception authority for this policy. Approve exceptions to this policy that are permissible within DoD policy and law.

(2) Periodically review this policy IAW NGB guidance to ensure that this policy remains current and responsive to NGB requirements.

(3) Respond to request for changes to this policy.

(4) Provide review and analysis validation for all conferences over $100k.

(5) Provide timely and appropriate contracting support to activities within the NGB with regard to conferences.

(6) Control access to the Master Event Calendar. The Calendar is located at https://gkoportal.ngb.army.mil/sites/NGB-Chief/Events_Manager/default.aspx. Click on the site and follow the

instructions to gain access. The conference sponsor is responsible for posting the conference on the Master Event Calendar.

d. NGB-JA. NGB-JA will:

(1) Provide timely legal advice and support to NGB activities regarding conference and related activities, as appropriate.

(2) Provide a legal review for all conferences costing over $100K. (This includes TDY funds.) Coordinate with other DoD organizations regarding current and developing policy and law pertaining to conferences. Provide updates to NGB-ZC as required.

(3) Provide a legal review of any Letters of Intent (LOI) that may be created in the conference planning process, as appropriate.

e. NGB-IG. NGB-IG will:

(1) Review proposed conferences IAW applicable law rule, and regulation and provide appropriate advice to NGB leadership, at the request of the Chief, National Guard Bureau (CNGB) or Approval Authority.

(2) Review the NGB conference calendar on a quarterly basis. Ensure that NGB resources are appropriately used for conferences.

(3) Provide review and analysis validation for all conferences over $100k.

f. Activity Heads. Heads of directorates or divisions (J-codes or “two letters”) will:

(1) Review all conference requests to ensure compliance with this policy. Ensure that both the number and size of conferences are limited to the level that is operationally necessary to achieve mission success. Ensure that alternatives to conferences, such as messages, letters, videotapes, and especially video or audio teleconferencing, have been explored. Ensure that the conference effect on mission accomplishment has been considered.

(2) Define and plan conference requirements IAW this policy.

(3) Appoint a conference POC to monitor the conference request to ensure compliance with security, funding, ethics, and contracting requirements. Ensure that those tasked with this duty are provided a copy of this policy.

(4) Budget for agency conference cost, travel, per diem, security, facilities, and appropriate requirements in the annual agency budget proposal or request. Forward documentation to the resource manager for commitment of funds, if required, for the competitive procurement of conference facility or conference support contracts consistent with the time lines established in this policy.

(5) Coordinate with points of contact to resolve issues and expedite the process.

(6) Maintain and report to their respective Comptroller the information required in Appendix C to Enclosure D.

(7) Forward an AAR to the appropriate conference approval authority. AARs should be submitted 30 days after the completion of the conference and should include, at a minimum, the data elements needed to complete the report in Appendix A to Enclosure E.

g. Resource Manager/Budget Officer. Resource Managers/Budget Officers will:

(1) Coordinate with appropriate Comptroller for funding authorization and commitment.

(2) Coordinate for reimbursable authority and collection for conference fees, if appropriate.

(3) Maintain conference AARs.

7. Summary of Changes. None.

8. Releasability. This instruction is approved for public release; distribution is unlimited. NGB directorates, the Adjutants General (TAG), the Commanding General of the District of Columbia, and Joint Forces Headquarters-State may obtain copies of this instruction through www.ngbpdc.army.mil.

9. Effective Date. This instruction is effective upon publication.

CRAIG R. MCKINLEY
General, USAF
Chief, National Guard Bureau

Enclosure(s):
A -- Requirements
B -- Attendance and Transportation to Private Organization/Association Conference
C -- Security
D -- Conference Planning Procedures
E -- Conference Fees
F -- Exhibitors
G -- No-Cost Conference Planner
H -- Hotel Agreement
I -- DoD mandated Alternate Means Statement on TDY Authorization
J -- References
GL -- Glossary

ENCLOSURE A

REQUIREMENTS

1. Conference Definition. As defined by the JFTR/JTR, a "conference" is a meeting, retreat, seminar, symposium or event that involves attendee travel. It also includes training activities that are defined as a "conference" under provisions of 5 Code of Federal Regulations (CFR) 410.404.

a. The definition does not include:

(1) Events necessary to carry out the statutory command and staff oversight functions of the NGB, including investigations, inspections, audits, or site visits.

(2) Regularly scheduled courses of instructions or training conducted at a Government or commercial training facility. (If the instruction or training takes place at a hotel or conference center then it is considered a conference.)

(3) Strong Bonds or Yellow Ribbon Reintegration Program Events.

b. For questions about whether an event is excluded, contact your Staff Judge Advocate office, as appropriate.

c. Request for exemptions must be provided to and coordinated with directorates of an A-code, G-code or J-code staff that will forward such requests to the Services.

2. Approval. Conferences must be approved by the approval authority prior to proceeding with required acquisitions or formal agreements with outside organizations. The conference sponsor shall submit a complete and fully coordinated conference request through the appropriate command structure no later than 90 days before the start of the conference. This approval requirement is mandatory for conferences. A checklist template containing key milestones is provided in Appendix B. Directorates may supplement the checklist, but may not alter the substantive requirements of the policy. Following approval by the appropriate Approval Authority, the NGB Comptroller (NGB-ZC) will review all conference requests to ensure compliance with this policy and all other applicable regulations. Specific requirements regarding documentation are provided in Enclosure D IAW references j. and k. of Enclosure J.

3. Planning. A detailed and credible cost-benefit analysis, which includes an explanation of other options considered (video teleconference, webinars, etc.), as well as information on site selection should be included in the written conference approval request memorandum. Conference requests must include

a certifying statement by the conference sponsor that the travel is essential and the objectives of the conference cannot be satisfactorily accomplished less expensively by correspondence or other means. In the earliest stages of contemplating conferences, all NGB organizations will make every effort to coordinate their conference planning with internal conference planners to maximize opportunities to accomplish conference objectives effectively and efficiently. Conference proponents must refer to the JTR and the JFTR, Appendix R, as part of their conference planning process. The inclusion of Staff Judge Advocate legal advisors (NGB-JA), during conference planning is mandatory. Conference planners should avoid scheduling conferences adjacent to national holidays as this may impact attendee time with family members and planned events, such as vacations. Physical site visits will not be conducted without prior approval by the appropriate authority.

a. Use of event planners. NGB Protocol has event planners on staff and is responsible for all conferences hosted by the Office of the Chief, National Guard Bureau (OCNGB), NGB-ZC, and the Office of the Vice Chief (NGB-ZB). This office is also available to assist NGB-Joint, Special, and Personal Staff directorates, if requested.

b. ARNG Conference and Protocol Management Branch, (ARNG-CSO-TSP) is responsible for all conferences hosted by the Director, ARNG, the Deputy Director, ARNG, and the Chief of Staff, ARNG. The branch is also responsible for providing conference policy guidance to the G-Staff, ARNG States, Territories and the District of Columbia in support of other ARNG conferences, and for coordinating conference approval and reporting for the Director, ARNG. Other conference assistance may be provided to the ARNG G-Staff as required.

c. ANG Director's Action Group (NGB/CFX) is responsible for all conferences hosted by the Director, ANG. That office is also available to assist ANG directorates, if requested.

4. Co-sponsorship. The NG is a co-sponsor of a conference when it is one of the organizations that develops the substantive aspects of the event or provides substantial logistical support for the event. On occasion, an NG command or organization may co-sponsor an event with a non-federal entity (NFE). Consideration should be given to co-sponsoring conferences with other agencies (including other Federal Agencies) if such co-sponsorship results in lowering the cost for each sponsoring organization. Co-sponsoring a conference with other federal partners should provide the opportunity for additional benefit to attendees or partners. Co-sponsorship of any conference must comply with DoD 5500.7–R, section 3-206 and be reviewed by the conference sponsor's ethics advisor. All co-sponsorship agreements must be reviewed by NGB-JA and forwarded to the Office of General Counsel (Army or Air Force, as appropriate) for approval.

a. NG personnel may not endorse the NFE co-sponsor(s) or its activities.

b. NG personnel may not show preferential treatment to similarly situated NFEs that have a demonstrable interest in the subject matter of the conference.

c. There must be no appearance that the NFE co-sponsor(s) role in or support of the conference will improperly influence NG personnel in other official matters in which the NFE may have an interest.

d. The conference cannot be developed as a profit-making endeavor for the NFE co-sponsor(s), including any vendor exhibition.

5. NG Conferences held in Conjunction with NFE Events. Generally, the competition requirements of the JFTR/JTR, as executed via the geographic and venue/facility selection criteria, make it difficult to plan for concurrent or sequential but separate NG and NFE conferences. Under those rare circumstances where this is permissible and practical, the event requires the requisite approval just as a co-sponsorship would. Additionally:

a. NG and NFE events will be separate. Distinct events will not be comingled. All NG activities, including award ceremonies, out-briefings or in-progress reviews, will be held as part of the NG conference and will not be scheduled so that NG personnel must attend events hosted by the NFE. For example, NG conference activities will not bookend an NFE event.

b. The NG conference will not be scheduled with a view of accommodation or benefit the NFE. NG personnel will not endorse conferences sponsored by the NFE nor will NG personnel participate in NFE fundraising events, unless authorized under the JER or other applicable ethics standards.

c. Holding a NG conference at the same location as the NFE event does not relieve the NG conference sponsor of the requirement to comply with applicable law, regulation, and policy, including the provisions of this policy.

d. NFEs may not provide services, facilities or support to a NG conference unless such support has been acquired through normal acquisition procedures or the event is a co-sponsored event.

e. NG logistical support (NG personnel serving as panelist or speakers at NFE sponsored events) will be kept to a minimum and must comply with the JER, chapter 3, section 2 (Official Participation in Non-Federal Entities). NG will support events where only a limited number of NG participants will appear on the same program. In such cases, the event must provide the best way to disseminate NG information, although speakers and panelists must take care to safeguard and prevent the dissemination of NG procurement, technological, classified and non-public information. NFE conferences or events at which the majority of speakers are NG officials or other DoD personnel, are considered co-sponsored conferences and must be approved IAW this policy.

6. Location.

a. Alternatives to conferences, such as video teleconferencing, webinars, etc., should first be considered. If such alternatives are not feasible then the first choice for conference locations will be NG Conference Centers, U.S. military or other U.S. Government (USG) facilities. Conference proponents will maximize the use of USG-owned or USG-provided conference facilities. Commercial facilities will be used only when they can be proven more economical, or when military or other USG facilities are unavailable or unable to meet the conference requirements. Military and USG installations and facilities may not be ruled out as a conference venue solely because the facility is not available on the exact dates the conference sponsor desires to hold the conference; efforts must be made to adjust conference scheduling to fit the availability of military or other USG facilities. If scheduling cannot be adjusted, a detailed explanation must be provided in the conference request. Additionally, military or USG facilities may not be ruled out simply because they do not offer the same refreshments, food options or lodging availability as commercial facilities. Further, while planning the conference, the size of the conference should take into account the capacity of USG facilities; efforts should be made to contain the size of conferences to the capacity of military or USG facilities nearest the majority of local attendees. Conferences will not be held in any facility in which the cost for lodging exceeds the lodging per diem rate for that locality, unless approved in advance by the approval authority (this approval is not delegable). Conference proponents should engage in appropriate market research to identify conference venues that provide the best value to the government. Airport proximity and transportation, reduced or no-cost meeting venues, Audio/Visual (A/V), or other requirements should be considered in the planning process. Ultimately, mission requirements are the primary factors in determining location. All activities must justify selection of location in their conference request memorandum.

b. Commercial facilities will be used only when they can be proven more economical, or when military or other Government facilities are unavailable when needed. If no military or Government facility can meet conference requirements, the JFTR/JTR require that a minimum of three geographic sites be evaluated and considered for conferences with more than 30 attendees in a temporary duty status (TDY) before the selection of any site for the conference, unless an overriding operational reason can be shown for holding the conference in a specific city.

c. Factors to be considered when determining a geographic location to conduct a conference include, but are not limited to:

(1) Per diem expenses;

(2) Travel costs, including local travel and ground transportation;

(3) Distance to the majority of attendees (if one area has a significant concentration of attendees, that location generally will be the most cost-effective option); and

(4) Consideration of lower off-season rates versus peak season rates.

d. Once a particular city is chosen as the site of the conference, a minimum of three facilities in that city will be considered to ensure full and open competition. Factors that should be considered when determining the venue to conduct a conference include, but are not limited to:

(1) Participation in the Lodging Success Program (see https://www.defensetravel.dod.mil/Docs/Fact_Sheet_Lodging.pdf); inclusion on the national list of approved accommodations maintained by the Federal Emergency Management Agency (FEMA) (see http://www.usfa.fema.gov/applications/hotel/);

(2) Willingness to exempt taxes for lodging;

(3) Distance to the nearest major airport and free shuttle availability;

(4) Cost of the venue (if commercial space is to be rented); and

(5) Availability of rooms at the established per diem rate.

e. Each conference sponsoring organization, office, or activity will document, maintain, and make available to the NGB-IG office or other interested parties a record of the conference site selection process, including the costs of each alternative site and venue considered.

f. In addition to cost considerations, the selection of the conference site must be sensitive to public perception. The conference sponsor should avoid the appearance that public funds are being expended in a careless, wasteful or unnecessarily extravagant manner. No venue, however, may be categorically prohibited from selection solely because of its reputation, location, or amenities.

g. If a conference is justified as training and conducted on a recurring basis, the sponsoring command should seek to incorporate it into the institutional training domain, which includes Army and Air Force centers and schools.

7. <u>Cost</u>. When a conference is determined to be necessary, the sponsoring command, organization or activity will adhere to strict fiscal controls and minimize costs. Accordingly, the conference sponsor must ensure the following:

a. The length of the conference is strictly determined by mission requirements. Socials, golf tournaments, military balls or other ancillary activities will not be held during regularly scheduled duty hours or used as a basis to extend personnel in a TDY status. In no case should an award ceremony extend the period for which a conference attendee will be in a TDY status. For example, an award ceremony will not be held in the evening if it would result in the extension of a conference attendee in TDY status for an extra day or delay the attendee's return to his/her permanent duty station.

b. Conference attendees must be limited to the minimum number necessary to accomplish the objectives of the conference. Accordingly, the sponsor must establish clear criteria for attendance and strictly limit the number of attendees.

c. Appropriated funds may not be used to purchase conference mementos (including, but not limited to, clothing and marketing items) to distribute to attendees. Questions pertaining to such items should be directed to the NGB-JA, as appropriate.

d. Honorariums/Fees. Honorariums and fees for speakers are limited to $2,000 per speaker. Refer to DoD 7000.14-R (DoD FMR, Volume 10, chapter 12, paragraph 1208 (Payments for Fees for Guest Speakers, Lecturers, and Panelists) for guidance. Additionally, consult service rules for requirements regarding elevated approval authority. Honoraria funded with ANG appropriations must be approved IAW AFI 65-601v1. Honoraria funded with ARNG appropriations must comply with Defense Finance and Accounting (DFAS) 37–1 Regulation.

e. Light refreshments. As a general rule, appropriated or non-appropriated funds are not authorized for refreshments. Light refreshments are defined in Appendix A which is attached hereto and made part of this policy. Serving light refreshments is a common business practice in private industry, and the JFTR/JTR authorizes light refreshments under very rare circumstances. However, it is NGB policy that appropriated or non-appropriated funds are not authorized to pay for light refreshments at conferences which fall under this policy. Attendees may purchase light refreshments at personal expense, which will not be reimbursable to the traveler by the government.

(1) <u>Exception</u>. In rare instances, a commercial facility may provide refreshments when such costs are both non-separable from the cost of the facility rental (i.e. the cost of the rental is a fixed fee, which includes

refreshments at no additional cost to the Government) and non-negotiable (i.e. the commercial facility will not negotiate to reduce the cost of the facility to the Government). Non-separable and non-negotiable refreshments must be specifically addressed in the written legal review submitted with the conference request. The sponsor must provide clear evidence with the conference request that the costs for refreshments are non-separable and non-negotiable. Further, by signing the conference request, the signing official is certifying to the fact that the refreshments are truly non-separable and non-negotiable.

8. Funding. All funding plans for conferences will be clearly stated in the conference request documentation and approved by the approval authority before the obligation of funds. Conference planners must ensure all conference funding complies with applicable fiscal law provisions. If the conference is to involve the collection of fees from any Government or commercial participant, the reviewing official must coordinate with NGB-JA and Resource Manager/Budget Officer. See Appendix C of Enclosure D for further guidance on collection of conference fees. Note that the provisions regarding collection of conference fees do not include the unofficial collection of non-reimbursable personal funds or "landing fees."

9. Contracts. All contracts related to holding the conference (for example, facility contracts and conference support contracts) must be fully funded with an approved Government appropriation prior to contract award, or the contract be made subject to the availability of funds. All contracts must be signed by a warranted contracting officer. Any charges made to a Government purchase card (GPC) must be made by an authorized GPC holder. An agreement signed by anyone other than a warranted contracting officer or, when authorized, a GPC holder, is an unauthorized commitment. A Government employee who lacks authority to bind the Government could be held personally liable if he/she signs an agreement for conference facilities or for other conference support. Additionally, Government employees are prohibited from directing or recommending that a support contractor take any action that purports to bind the Government in anyway. Requests by conference facilities to conference organizers requesting signature of contracts or other documents (i.e. letters of intent, no-cost contracts, etc.) should be coordinated with NGB-JA, as appropriate.

a. A Government employee will not commit the Government to the use of any facility, sign any agreement or otherwise obligate the Government for conference facilities or support before approval of the conference by the conference approval authority. Personnel may discuss space needs, collect pricing and develop cost estimates, tentatively reserve space (only if at no cost and without any liability to the Government) or request other conference-related information. No contract or task order related to conference requirements will be awarded and no funds will be obligated for a conference until that conference has been approved by the conference approval authority.

This prohibition includes charges to be made using the GPC.

b. After the conference approval authority approves the conference, the conference sponsor will forward documentation of the approval to the servicing resource manager and contract procurement activity. The conference sponsor must forward to the contract procurement activity a funding document indicating the availability of funds and a contract statement of work setting forth conference-related contract requirements. With a view to securing the best value, the conference sponsor must secure approval of the conference and forward funding and requirements documents in enough time to allow for a competitive procurement of conference support and/or facility contracts. All contracts related to holding a conference (for example, facility contracts and conference support contracts) must be fully funded with the authorized Government appropriation before contract award. Recurring conferences must be included in the command, organization or activity budget. Conference planners must ensure that all conference funding complies with 31 U.S.C. §§1341 & 3302 and DoD 7000.14-R.

10. Meals.

(1) All meals proposed to be provided at Government expense, other than TDY per diem, must be approved by the approval authority in advance. Estimated costs must be fully documented.

(a) If meals are provided for personnel in a TDY status, the conference sponsor must identify the cost of each meal, whether included in a registration fee or contracted for separately; ensure that the appropriate proportional meal rate (PMR) is used; and issue a notice to all attendees to ensure that they correctly annotate travel vouchers. The cost of meals the Government provides must not exceed the per diem for that location. If a PMR is authorized, the cost of meals the Government provides plus the PMR must not exceed the per diem for that location.

(b) Special consideration should be taken when attendees include both local attendees and those in TDY status. Meal breaks should be given to allow both local attendees and travelers the opportunity to purchase meals, or local attendees may be offered the opportunity to personally purchase non-reimbursable meals being provided to travelers.

(2) Government-provided meals may be determined to be a necessary expense when an NGB activity is hosting a formal conference. Such meals must meet the following three-part test:

(a) Meals are incidental to the conference;

(b) Attendance at the meals is important for the host agency to ensure full participation in essential discussions, lectures, or speeches concerning the purpose of the conference; and

(c) The meals are part of a formal conference that includes not just the meals and discussions, speeches, or other business that may take place when the meals and refreshments are served, but also includes substantial functions occurring separately from when the food is served.

(3) The total amount paid by the Government for meals cannot exceed the locality meal rate prescribed for the TDY assignment location (if travel is involved) or the conference location (when travel is not involved). Conference approval authorities may approve exceptions to actual expense authorization as outlined per the JFTR/JTR. This approval authority is not delegable.

11. Actual Expense Allowance (AEA). The JFTR/JTR specifies the criteria under which an AEA may be authorized. The competitive site selection process based on the JFTR/JTR should prevent the need for AEA except in very rare cases. If AEA is authorized, it should be uniform (if possible) among personnel traveling at Government expense when they travel together or to the same location where AEA has been authorized. AEA should not be used to provide upgraded rooms or suites based solely on rank or grade. AEA is prescribed only on an individual trip basis and only after consideration of the existing facts of each case. Blanket authority prescribing an AEA for all travel to an area is prohibited, and AEA shall not be authorized as part of a “blanket” travel order.

12. Tax Exemption Request. Conference planners should request the tax exemption of lodging for Federal employee and/or Service members during the conference selection process; this benefit can often be negotiated by contracting officers into commercial contracts. Any approval to hold a conference with a commercial lodging establishment that refuses to accept such tax exemption must break out the cost of lodging-related taxes for the total number of attendees and include that amount in its cost calculation to achieve either the best value or lowest cost for the conference.

13. Ethics. All NGB employees will comply with the provisions of the JER and DoD 5500.7-R. Any questions should be directed to the NGB-JA Ethics Office.

ENCLOSURE B

ATTENDANCE AND TRANSPORTATION TO PRIVATE ORGANIZATION/ASSOCIATION CONFERENCE

1. Purpose. Summarizes guidance and NGB procedures concerning attendance and transportation for private organization/association events. It is NGB policy to comply with DoD guidance concerning attendance and support for annual conferences. The NGB intent is to foster and require, to the greatest extent possible, quality professional development opportunities for all NG leaders. Additionally, NGB will ensure that attendance at, and support provided to, these events is permitted only when there is a clear and legitimate Federal Government purpose associated with the attendance or support. The following guidance and procedures are provided to support the intent described above.

2. Scope. This Enclosure applies to all conferences attended by NG Personnel.

3. Policy. All NG members will attend private organization and/or association conferences/meetings as private association members at their own expense in a leave or permissive temporary duty (PTDY) status. The only exceptions are those personnel specifically authorized by TAGs or their delegates to attend these meetings in an official duty, federally funded, status. In addition to the JTR's subsections 3-200 and 3-201a, the following factors shall be considered:

a. A thorough review of the professional development opportunities, and networking and peer collaboration benefits, available at such events;

b. Maximizing attendance of junior grade officers, warrant officers, and non-commissioned officers; and

c. Excessive travel cost avoidance and efficiency practices to enable maximum attendance.

4. To ensure the NG meets the sound fiscal stewardship responsibilities and authorities for which it has been empowered and entrusted by law and by the people of the U.S.; the United States Property and Fiscal Officer (USPFO) for each State will:

a. Generate a special activity code for personnel orders of those attending the private association/organization conferences;

b. Take responsibility for creating and managing the information necessary to ensure all private association/organization conference attendance and expenses are auditable; and

c. Provide a report to The National Guard Bureau Office of the Assistant for Property and Fiscal Operations (NGB-PF) on the number of personnel and total amount spent (pay/allowances, travel and per diem) within 15 days of the conclusion of any private association/organization conference attended by state personnel on federal government-funded orders.

5. In regard to attendance at The National Guard Association of the United States (NGAUS) and The Enlisted Association of the National Guard of the United States (EANGUS) Conferences, figure 1. "Funding Guidance" is data provided for TAGs to use for attendance planning purposes and as "target" budget amounts. These amounts are not expected to change in the future and all must also remember that no additional funding will be provided for attending these functions.

6. The following general guidelines will apply in instances where unofficial TAG spouse travel to a private association event is being considered:

a. All requests for unofficial TAG spouse travel are to be approved by CNGB (without delegation);

b. Spousal travel will be approved in advance and in writing. All spousal travel requests should be submitted to CNGB, ATTN: NGB-ZC-MEC, at least 20 working days prior to travel;

c. The TAG's legal counsel review is required and must be included in the request; and

d. The unofficial spouse travel must meet the requirements of Reference t.

7. Use of military aircraft to attend private organization/association events will be processed IAW the guidance contained in Enclosure J, references c, d, and e.

STATES	NGAUS Attendance	NGAUS Funding	EANGUS Attendance	EANGUS Funding	Conference Total Attendance	Conference Total Funding
AK	5	$13,980.0	4	$9,380	9	$23,360
AL	9	$25,164.0	11	$25,795	20	$50,959
AR	7	$19,572.0	9	$21,105	16	$40,677
AZ	5	$13,980.0	6	$14,070	11	$28,050
CA	9	$25,164.0	17	$39,865	26	$65,029
CO	5	$13,980.0	4	$9,380	9	$23,360
CT	5	$13,980.0	4	$9,380	9	$23,360
DC	5	$13,980.0	2	$4,690	7	$18,670
DE	5	$13,980.0	2	$4,690	7	$18,670
FL	7	$19,572.0	11	$25,795	18	$45,367
GA	7	$19,572.0	11	$25,795	18	$45,367
GU	5	$19,800.0	1	$3,960	6	$23,760
HI	5	$13,980.0	5	$11,725	10	$25,705
IA	7	$19,572.0	8	$18,760	15	$38,332
ID	5	$13,980.0	4	$9,380	9	$23,360
IL	7	$19,572.0	11	$25,795	18	$45,367
IN	9	$25,164.0	12	$28,140	21	$53,304
KS	7	$19,572.0	7	$16,415	14	$35,987
KY	7	$19,572.0	8	$18,760	15	$38,332
LA	7	$19,572.0	10	$23,450	17	$43,022
MA	5	$13,980.0	7	$16,415	12	$30,395
MD	7	$19,572.0	6	$14,070	13	$33,642
ME	5	$13,980.0	3	$7,035	8	$21,015
MI	7	$19,572.0	10	$23,450	17	$43,022
MN	9	$25,164.0	10	$23,450	19	$48,614
MO	7	$19,572.0	10	$23,450	17	$43,022
MS	9	$25,164.0	11	$25,795	20	$50,959
MT	5	$13,980.0	3	$7,035	8	$21,015
NC	7	$19,572.0	10	$23,450	17	$43,022
ND	5	$13,980.0	4	$9,380	9	$23,360
NE	5	$13,980.0	4	$9,380	9	$23,360
NH	5	$13,980.0	4	$9,380	9	$23,360
NJ	7	$19,572.0	7	$16,415	14	$35,987
NM	5	$13,980.0	4	$9,380	9	$23,360
NV	5	$13,980.0	3	$7,035	8	$21,015
NY	9	$25,164.0	14	$32,830	23	$57,994
OH	9	$25,164.0	13	$30,485	22	$55,649
OK	7	$19,572.0	8	$18,760	15	$38,332
OR	5	$13,980.0	8	$18,760	13	$32,740
PA	9	$25,164.0	17	$39,865	26	$65,029
PR	7	$19,572.0	1	$2,345	8	$21,917
RI	5	$13,980.0	3	$7,035	8	$21,015
SC	7	$19,572.0	10	$23,450	17	$43,022
SD	5	$13,980.0	3	$7,035	8	$21,015
TN	9	$25,164.0	12	$28,140	21	$53,304
TX	9	$25,164.0	17	$39,865	26	$65,029
UT	7	$19,572.0	6	$14,070	13	$33,642
VA	7	$19,572.0	8	$18,760	15	$38,332
VI	5	$13,980.0	1	$2,345	6	$16,325
VT	5	$13,980.0	3	$7,035	8	$21,015
WA	7	$19,572.0	7	$16,415	14	$35,987
WI	7	$19,572.0	9	$21,105	16	$40,677
WV	5	$13,980.0	5	$11,725	10	$25,705
WY	5	$13,980.0	3	$7,035	8	$21,015
TOTAL	350	$984,420.0	391	$918,510	741	$1,902,930

Figure 1. NGAUS and EANGUS Travel Funding Guidance

ENCLOSURE C

SECURITY

1. Security.

a. Sponsoring command shall coordinate their proposed conference venues with the appropriate Provost Marshal Office or security directorate to request the appropriate security review.

b. If the conference is classified, sponsoring command must coordinate with their Provost Marshal Office or security directorate prior to budget approval and after guest list development. If any portion of the conference is to be at a classified level, a security clearance request POC will be identified in writing at this time. Threat Assessment and Vulnerability Assessment should be prepared.

2. Facility requirements for Classified Conferences. All conferences that involve classified information must be held in a suitable installation or Government-owned/provided facility.

ENCLOSURE D

CONFERENCE PLANNING PROCEDURES

1. Purpose. To establish the procedures and provide a framework for approval, funding, and contracting for conferences.

2. Requirements. The formats and processes provided in this Enclosure and Appendixes are the formats that will be used.

3. Process.

a. Approval requests. Sponsoring command must begin the planning process early enough to provide sufficient time to gather information, conduct market research, and staff the request with the approval authority (See Appendix B of this Enclosure). Conference requests from the conference proponent must be submitted to the approval authority to obtain approval at least 180 days prior to the start of the planned event (90 days if anticipated contracted costs do not exceed $150,000). If the sponsoring command expects to acquire contractor conference support and/or facilities contracts, submission of the conference request to the approval authority must be made prior to coordination with National Guard Bureau-Office of Operational Contracting (NGB-AQ) and contract award. Requests for approval of a conference will be forwarded through the conference planner's chain of command to the approval authority. Conference requests for approval will be prepared in the format of a memorandum signed by the division chief or activity head. (See Appendix B of this Enclosure). Instructions for completion of the memorandum are in Appendix C of this Enclosure.

b. Funding, contracting, and legal support. Following approval by the approval authority, the conference proponent will initiate coordination with the supporting resource office, contracting activity, and legal office at least 180 days prior to the scheduled date (90 days for conferences with contracts expected not to exceed $150,000). If the conference proponent anticipates collecting conference fees from attendees, the conference proponent must coordinate with the servicing resource manager to ensure that any resource/Comptroller requirements are fulfilled.

(1) No funds are to be obligated for a conference until the conference has received approval by the approval authority or delegee. This includes charges to be made using the GPC. The contracting activity will not award a contract or task order for conference requirements until the conference has received approval by the approval authority or delegee.

(2) The conference proponent must forward, to the contract procurement

activity, a funding document indicating commitment of funds (if available) and a contract statement of work to include contract conference security requirements. The conference proponent must forward the documents in time to allow for competitively procured conference support and/or facility contracts. NGB-AQ may award a contract subject to the availability of funds depending on the particular situation.

(3) In no event will a Government employee commit the Government to the use of any facility, sign any agreement, or otherwise obligate the Government for conference facilities or support before coordinating with the contracting activity. Additionally, Government employees are prohibited from directing or recommending that a support contractor employee take any action that purports to bind the Government in any way. A Government employee who lacks authority to bind the Government could be held personally liable if he/she signs an agreement for conference facilities or for other conference support.

c. Upon completion of the conference, the Sponsoring command will be responsible to maintain copies of all conference planning reports, approval requests, cost analysis, conference fee reports, and all other planning documentation in their file plans. (See Appendix C to this Enclosure). Activities are required to report conference fee information to their Service Comptrollers for ARNG and ANG, and NGB Joint, Special, and Personnel Staff reports to the National Guard Bureau- Force Structure, Resources and Assessment (NGB-J8). ARNG/ANG Comptrollers will provide such information through their respective POCs and then to the Services (Army/Air Force). NGB-J8 will provide such information in its report to Office of the Secretary of Defense (OSD).

APPENDIX A TO ENCLOSURE D

CONFERENCE PLANNER'S CHECKLIST

INITIALS/ DATE	ACTION
_________	Sponsoring command determines Conference is in the best interest of the Government.
_________	Sponsoring command appoints Conference Planner POC to begin market research based on desired location for conference and conference requirements.
_________	Conference Planner researches availability and feasibility of using military installations or U.S. Government facilities prior to conducting research into commercial facilities (hotels, conference centers).
_________	Conference Planner analyzes all facility options and conducts site surveys and marker research as necessary, listing data, costs, rates and services offered in a property analysis worksheet.
_________	Approval authority must review and approve all requests to conduct physical site visits relating to holding a conference before they are accomplished.
_________	Sponsoring command/Conference Planner determines approximate site for conference (i.e. State, city, or geographic area) based on research.
_________	Sponsoring command/Conference Planner consults Resource Advisor/Budget Officer to submit requirements to Acquisition Planning Board to validate requirement; Goal: minimize necessary expense.
_________	Sponsoring command/Conference Planner will attach completed DoD CAPE of Attending an Event form. Forms can be found at DoD Cost Guidance Portal www.cape.osd.mil.
__________	Sponsoring command/Conference Planner consults Resource Advisor/Budget Officer to budget for conference; Goal: minimize necessary expense.

__________ Conference Proponent prepares Conference Approval Request Form Memorandum for staffing to Approval Authority (See Appendix B of this Enclosure).

__________ Approval Authority approves conference concept.

__________ Conference Planner forwards Conference Approval Documentation to Resource Manager/Budget Officer.

___________ Forward Conference Approval Documentation to Contracting Activity (NGB-AQ).

__________ Conference Planner coordinates with Resource Advisor/Budget Officer to submit to NGB-AQ the following, if appropriate:

____ Form 9 (Request for Purchase) (as appropriate)
____ Market Research with Property survey cost analysis & list of site benefits
____ Detailed description of supplies/services required and desired.

__________ Contracting Activity (NGB-AQ) will solicit proposals IAW Federal Acquisition Regulations.

__________ Contracting Activity (NGB-AQ) will select the Hotel IAW Federal Acquisition Regulations and notify Hotel that award will be delayed until completion of discussions with conference planner and contracting Officer for non-contract related details of conference (i.e. lodging and LOI).

__________ Conference Planner provides final draft LOI to NGB-JA and NGB-IG for review.

__________ NGB-IG reviews LOI.

__________ NGB-JA reviews LOI.

__________ Sponsoring command and selected vendor sign LOI.

__________ Vendor and contracting officer (NGB-AQ) sign contract.

__________ Conference Planner and Hotel executes conference, maintaining all records and facility charges.

_________ Submit an AAR to Activity Head and Resource Advisor/Budget Officer after the conference.

_________ Activity forwards AAR information to conference coordinator.

APPENDIX B TO ENCLOSURE D

CONFERENCE APPROVAL REQUEST SAMPLE MEMORANDUM

[Office Symbol]

Memorandum for [Approval Authority]

SUBJECT: Request Approval for [Conference Identification]

1. Conference Information:

a. Conference Proponent:

b. Conference Title:

c. Conference Dates:

2. Conference Classification Level:

3. Conference Justification and Cost-Benefit Analysis:

4. Conference Location:

5. Conference Attendees:

a. NGB attendees (total):

NGB Senior Officials:

b. Non-NGB attendees (total):

Senior Officials:

c. Number of attendees traveling outside local commuting area to the conference:

6. Total Estimated cost of the Conference:

a. Administrative costs: $__________

b. Facility Costs: $ __________

[Office Symbol]
SUBJECT: Request Approval to [Conference Identification]

c. per diem costs: $ __________

d. Airfare: $ __________
(See note)

e. Travel costs: $ __________
(Including travel to and from airport, baggage fees, airport parking, rental car)

f. Security costs: $ __________

g. AV/IT costs: $ __________

h. Honoraria costs and awards: $ __________

i. Per person and total costs of provided
meals: $ __________

j. Per person and total costs of provided
light refreshments & other food/drink: $ __________

k. Other expenses: $ __________

TOTAL EXPENSE: $ __________

7. An explanation of any meals, refreshment, or other food and drink to be provided at Government expense:

8. Cost Saving Features:

9. Funding Sources:

a. Appropriated fund sources:

b. Conference fee collection:

10. Conference Fee Collection Procedure (if applicable):

11. Legal Opinions (if applicable):

[Office Symbol]
SUBJECT: Request Approval to [Conference Identification]

12. Conference Proponent Point of Contact:

(reviewing official's signature block)

Note: Airfare cost will be determined on an average of at least 10 airports using City Pairs (http://fss.gsa.gov/citypairs/search/)

Approved/Date: ______________________________

Disapproved/Date: ____________________________

Comments:

APPENDIX C TO ENCLOSURE D

CONFERENCE APPROVAL REQUEST FORM INSTRUCTIONS:

1. Conference Information.

a. Conference Proponent. Self-Explanatory.

b. Conference Title. Self-Explanatory.

c. Conference Dates. Self-Explanatory.

2. Conference Classification Level. Security classification level required for all or portion of the conference. If conference is above the For Official Use Only (FOUO) classification level, identify available classified storage facility.

3. Conference Justification and Cost-Benefit Analysis. State the purpose of the conference and provide an explanation of why the purpose cannot be accomplished by providing information to the potential attendees via email, Army Knowledge Online (AKO), video/teleconference, or other less costly alternative. Explain efforts to coordinate conference timing, location, and objectives with other conferences. Provide a detailed and credible cost-benefit analysis, including an explanation of other options considered (video teleconference, webinars, etc.). Information on site selection should be included in the written conference approval request memorandum. Conference requests must include a certifying statement by the conference proponent that the travel is essential and the objectives of the conference cannot be satisfactorily accomplished less expensively by correspondence or other means.

4. Conference Location. For conferences not held on a military installation or Government-owned or -leased space, state the conference location and the rationale for the location choice. The rationale must address efforts to seek a conference venue on a military or Government installation, justification for not using a military or Government installation, and explanation of efforts to reduce costs in selecting a particular location over other locations.

5. Conference Attendees.

a. NGB attendees (total): Personnel (military and civilian) and any NGB contract employees.

b. Non-NGB attendees (total): Personnel (military and civilian) and other persons who are not employed by, or assigned to, NGB.

c. Number of attendees traveling outside local commuting area to the conference: Self-Explanatory.

6. Total Estimated cost of the Conference.

a. Administrative costs.

b. Facility Costs.

(1) This is the total cost of conference rooms used in conjunction with the conference. These costs include the charges, if any, for the main conference room area, breakout rooms, administrative working areas, storage areas, or private meeting spaces required during the conference.

(2) This cost does not include the cost of individual room lodging charges for conference attendees, unless the room is being provided to a conference speaker or other official participant as part of the cost of the conference.

(3) If there is no separate charge to the Government for conference facilities based on the number of individual lodging commitments for the conference or other complimentary basis, include a short statement that describes the basis for providing facilities at no cost or as a complimentary item IAW facility normal business practices.

(4) If light refreshments are included in the cost of the conference room(s), there must be a statement that the cost of light refreshments is non-separable and non-negotiable from the cost of the room and the cost of the room is the same whether or not light refreshments are provided.

c. Per diem costs. For the conference location.

d. Transportation/Travel costs: Anticipated costs to the Government for transportation and travel of all attendees to the conference paid by U.S. Government appropriated funds.

e. Security costs. Self-Explanatory.

f. AV/Information Technology (IT) costs. The cost of facility-provided and/or contracted services for audiovisual conference support.

g. Honorarium costs and awards. Guest speaker, lecturer, or panelist fees for attendance at the conference. Honorarium does not include any U.S. Government-paid speaker travel expenses.

h. Per person and total costs of provided meals. Self-Explanatory.

i. Per person and total costs of provided light refreshment & other food/drink. Self-Explanatory.

j. Other expenses. Any remaining costs related to the conference that have not been captured in any of the other subparagraphs listed above.

7. An explanation of any meals, refreshment, or other food/drink to be provided at Government expense.

a. Description of content of meals/light refreshments, when they will be served, including an explanation as to why Government provided meals/light refreshments are a necessary expense.

b. Necessary Expense Determination. In order to provide one or more meals at Government training, conferences, or other events, the authorizing official (the conference approving authority) must be provided adequate information on the Itemized Conference Cost Statement to determine and approve purchasing meals as a necessary conference expense.

8. Cost Saving Features. Self-Explanatory.

9. Funding Sources. Include both appropriated fund sources by appropriation, (i.e., 2060, 2065, 3840, 3840) and any proposed conference fee sources. If the Conference Proponent expects to collect fees from attendees, exhibitor fees, or other fees paid by individuals or non-Federal entities to attend the conference or participate in conference related activities, provide an estimated amount of such conference fees expected to be collected by the Conference Proponent.

10. Conference Fee Collection Procedure (if applicable). If conference fees are to be collected, indicate if a conference planner or the sponsoring activity will collect fees. Indicate when the fees will be turned over to the budget analyst/resource manager, i.e., prior to the conference, after the conference, or both, and whether the conference fees will be turned in on a periodic basis (monthly or weekly).

11. Legal Opinions (if applicable). Attach a copy of any legal opinions regarding issues that arise pertaining to the proposed conference.

12. Conference Proponent POC. Self-Explanatory.

ENCLOSURE E

CONFERENCE FEES

1. Purpose. To establish responsibilities, controls and approval levels, and provide procedures for approval, collection and reporting of conference fees within NGB IAW 10 U.S.C. § 2262 and DoD implementing guidance.

2. Scope.

a. This Enclosure applies to conferences for which a NGB activity plans to charge an attendance or registration fee to defray all or part of the cost of sponsoring the conference. This Enclosure does not include non-reimbursable personal funds or "landing fees" collected from conference attendees to privately fund food and light refreshments. Additionally, it does not include fees charged by contracted or no-cost conference planners for events coordinated by those entities that are independent of government requirements. **Example:** The Government requires exhibitors at its conference to fulfill conference objectives. Any fees collected from those exhibitors as a consequence of their participation in the conference would fall within the applicability of this appendix.

b. Conference fees include all attendance fees collected from military personnel, Federal civilian employees, contractor personnel or other non-Federal entity attendees. Conference fees also include any fees collected by an NGB activity for conference-related exhibitor demonstrations or exhibit space.

3. Policy. NGB activities planning to sponsor or co-sponsor a conference should consider and address all relevant ethical and fiscal issues related to conference planning, especially those related to the funding of the conference, and whether a conference fee is appropriate to offset conference costs. Because NGB may now collect fees to defray the costs of sponsoring conferences, co-sponsorship agreements should only be entered into when there is a legitimate mutual interest between NGB and the co-sponsoring non-Federal entity IAW the JTR, paragraph 3-206. No preferential treatment or endorsement of a non-Federal entity is permitted.

a. The conference sponsor must consider all direct and indirect conference costs paid by the Government, including conference fees paid by individuals that are reimbursed by the Government, when determining the total cost of the conference and conducting cost comparisons.

b. If the conference sponsor plans on collecting a conference fee, the sponsor must include the appropriate information in the Conference Approval Request Form (See Appendix B to Enclosure D). The request to collect conference fees shall be submitted and approved by the approval authority prior to establishing and collecting a conference fee, regardless of whether the fee will be collected by the conference sponsor or by a conference planner/contractor. All collected conference fees shall be documented on a Conference Fee Collection Control Log and credited to the appropriation or account from which the costs of the conference are paid.

c. Conference fees cannot be used to fund expenses for which the government cannot procure legally, e.g., purchasing t-shirts or funding a social event.

d. When conference fees collected exceed the actual cost of the conference, the amount of such excess shall be deposited into the U.S. Treasury IAW the FMR, Volume 12, Chapter 32. Excess fees may not be retained or used for any other purpose.

e. The Activity Head shall submit an AAR (See Appendix A to this Enclosure) following the close of the conference and forward this AAR to the resource manager to maintain. ARNG and ANG Comptrollers as well as NGB-J8 shall prepare an NGB Conference Closeout Report for all conferences sponsored by NGB activities IAW the FMR, Volume 12, Chapter 32, paragraph 320402.

4. Conference Fee Approval Authority. Conference fee approval authorities for conferences are the same approval authorities previously defined in this Instruction.

5. Conference Fee Reimbursement. Conference fee reimbursements shall be made IAW JFTR/JTR policy for reimbursement of conference fees and miscellaneous expenses incurred by Federal employees attending conferences. See JFTR/JTR, Appendix R, (Conferences).

a. The cost of each meal, whether included in a conference fee or contracted for separately by the conference sponsor, must be separately identified in the conference fee. The total amount paid by the Government for meals cannot exceed the locality meal rate prescribed for the TDY assignment location (if travel is involved) or the meeting location (when travel is not involved).

b. A conference fee that includes meals, lodging, travel and/or other required conference/training expenses at or within the permanent duty station area of attendees cannot be paid as a travel allowance. A conference fee paid by a local attendee should be claimed on Standard Form (SF) 1164, Claim for Reimbursement for Expenditures on Official Business. This claim can also be reimbursed in Defense Travel System (DTS) as a local voucher instead of a SF 1164.

6. Acquisition of Conference Supplies, Services and Facilities. Conference fees can only be collected to fund or reimburse the purchase of supplies, services, or facilities acquired pursuant to a properly awarded Government contract/purchase order or GPC. NGB activities are not authorized to assess or collect cash conference fee payments in order to make a direct cash payment to a conference facility/service provider. Non-reimbursable conference fees can be collected to pay for light refreshments.

7. Review of Registration/Conference Fee Approval Requests. Following approval, conference approval forms (including conference fee collection information) are submitted to the resource manager, who establishes and assigns a conference identification number (or other appropriate identification) and returns the approved request to the conference sponsor.

8. Resource Manager/Comptroller. The resource manager, in conjunction with the appropriate Comptroller, shall establish an appropriate procedure for identification, tracking, and accounting for conference fees for each particular conference.

9. Conference Fee Collection and Payment Instructions.

a. Checks or money orders submitted as conference or exhibitor fees shall be made payable to the Department of Treasury. Although contracted conference planners/coordinators may collect cash for conference fee payments and/or accept credit card payments, only checks or money orders may be submitted to the resource manager for credit to the correct appropriation.

b. Payments received for deposit to the conference appropriation must indicate the conference identification number to which conference fee or payment is to be applied.

10. Conference Fee Collection Procedures. The conference sponsor shall establish collection procedures which utilize a conference fee log and appropriately safeguard collected fees regardless of whether the conference sponsor or a contracted conference planner/coordinator is responsible for collecting conference fee payments from conference attendees and/or conference vendor/exhibitor fees.

a. Conference sponsors shall, upon receipt of a conference or vendor fee, enter the payment on a conference fee log. The log shall indicate the assigned conference identification number, the date the payment was received, the check or money order number, the amount of the payment, the name of the conference attendee or exhibitor, and the signature of the individual receiving the payment. A receipt shall be provided to each payee and a copy of the receipt attached to the collection log (see paragraph 12). All persons handling conference payments are responsible for safeguarding the negotiable instruments until such time as they are submitted to a disbursing officer. Funds should be safeguarded IAW Reference n., Chapter 3. The collection log shall indicate the date the collected fees or payments are received by the resource manager for deposit to DFAS and the date the collected fees or payments are submitted to DFAS.

b. Conference sponsors using a contract conference planner/coordinator, which is collecting conference fees on behalf of the Government, shall ensure that all contractor collected conference fees received for deposit to a Government account are documented as follows.

(1) Contractors responsible for receiving conference payments shall maintain a log of all payments received similar to the conference fee collection control log, listed above.

(2) Collected fees submitted to the resource manager by the conference planner/coordinator shall indicate the name of the contractor, the date the fees are submitted to the Government, the total amount of collected fees submitted, the contractor's check number, and the applicable conference identification number. Attach a copy of the contractor collection control log documenting individual payments received.

11. Deposit of Collected Conference Fees and Payments. The resource manager is responsible for submitting all conference fee collections to DFAS for deposit.

a. Collections should be submitted to DFAS using a DD 1131 and posted against the conference line of accounting. The resource manager should locally assign a Collection Voucher Number to be placed in block 2 on the DD 1131.

b. The resource management employee assigned to receive payment collection logs and conference fees from NGB activities sponsoring conferences or conference planner/coordinator contractors should not be the same individual responsible for submitting the collected fees and payments to DFAS.

c. To minimize potential for lost resources, conference sponsors and contractor planners/coordinators should ensure that collected fees are secured at all times. Collected conference fees or payments should be submitted to the resource manager on a monthly basis, or more frequently if necessary. Similarly, the resource manager should submit conference fees and payments received by the resource manager to DFAS on a monthly basis, or more frequently if necessary.

12. Conference Fee Payment Receipts.

a. Upon receipt of a conference fee payment, the individual responsible for receiving the conference fee or payment shall provide a receipt to the payee. Provision of a receipt should not be held pending the submission of collected fees to the resource manager.

b. The receipt should indicate the date the payment was received, the amount of the payment and the purpose of the payment with the name and conference identification number assigned to the conference. The receipts need to state if any portion of the fee is non-reimbursable and if is paying for any meals. Receipts should be provided electronically, if possible. The payee may use this receipt to support a payment or travel voucher submitted to DFAS.

13. Documentation of Conference Costs and Conference Fees Collected.

a. The Conference proponent shall prepare an AAR and submit it to the resource manager within 45 days of the end of the conference. (See Appendix A of this Enclosure). If all conference fee collections have not yet been credited to the organization appropriation and/or all conference obligations have not been liquidated, the activity will forward the status of the collections and/or obligations to the resource manager within 45 days and provide an estimated date the after-action report will be submitted.

b. The resource manager is responsible for the financial "close out" of all NGB-sponsored conferences. Within 60 days of the end of the conference, the resource manager will complete a closeout report if all conference fee collections have been submitted to DFAS and all conference obligations have been liquidated. If not, the resource manager will complete a closeout report within 15 days of the conference report submission indicating all fees have been credited and all obligations against the conference appropriation have been liquidated.

c. The Activity resource manager shall forward a copy of the completed closeout report to NGB-ZC. The original report should be maintained by the resource manager as a record of conference costs and fees collected, which are required to be reported to the Departments of Air Force and Army on an annual calendar year basis. The conference fee collection control logs, along with all associated DD Form 1131s, should also be maintained by the resource manager as supporting documentation to the closeout reports.

APPENDIX A TO ENCLOSURE E

AFTER ACTION REPORT (AAR)

1. Name and description of conference:

2. Date(s) and location of conference:

3. The estimated costs to NGB for the conference (from planning memorandum):

4. The actual costs to NGB for the conference:

5. The total of any conference coordinator fees:

6. The total conference fees collected (not including any non-reimbursable personal fees):

7. The total of fees used to pay for expenses of the conference:

8. The total of excess fees deposited as a miscellaneous receipt:

9. Actual number of attendees:

10. Held on military or Government site?

11. Point of contact (POC) (name and phone number):

ENCLOSURE F

EXHIBITORS

1. Purpose. To provide guidance regarding the participation of exhibitors in NGB-sponsored conferences.

2. Scope.

a. This Enclosure applies to all conferences, meetings, or other events for which an NGB activity intends to include exhibitor participation.

b. Exhibitors are Federal or non-Federal entities who provide or intend to provide a good, service, or information relevant to the conference purpose, usually in a display area and usually not presented as a formal part of the agenda. Exhibitors are most often private contractors or private organizations, although government organizations also frequently participate as exhibitors.

c. Government exhibitors are not subject to the same ethical limitations that non-Federal exhibitors are, even though they may be commingled with non-Federal exhibitors in the exhibit area.

3. Policy.

a. NGB may advertise industry exhibitor opportunities on www.FebBizOps.gov to display products or services related to the subject matter of the conference and may charge fees for such a display. Such charges must be reasonable and based upon conference costs. NGB activities shall not subsidize the entire costs of their conference through exhibitor fees or otherwise charge fees unrelated to the costs of hosting exhibitors.

b. Conference proponent personnel must select the exhibitors based on pre-established neutral criteria, subject to space availability. They may not select exhibitors that are not closely related to the subject matter or otherwise appear to provide preferential treatment to a particular exhibitor or exhibitors. Invitations based on previous work or NG relationships are not permissible. NGB-AQ has resources, such as FedBizOpps, available to advertise or synopsize exhibitor opportunities.

c. Conference proponents may select other Government agencies as exhibitors, but do not have statutory authority to charge a fee. They should balance the overall costs of the conference and the value of the Government agency's submission compared to those of commercial exhibitors.

4. Prohibited Arrangements.

a. Giving preferential treatment to particular exhibitors.

b. Permitting the appearance that the conference is a joint venture of NGB and an exhibitor.

c. Endorsing an exhibitor.

d. Permitting an exhibitor to sponsor receptions or other meetings that give the vendor special access to senior NGB personnel.

e. Allowing exhibitor logo on filler slides.

f. Allowing and recognizing exhibitor sponsorship of a session in exchange for a fee.

g. Granting an exhibitor naming rights to the conference.

h. Giving special access to DoD senior officials for a sponsorship fee (usually this is in the form of a reception or meal in which only NFE employees and DoD personnel are invited).

5. Permissible Arrangements. Within the parameters established above, the following practices are usually appropriate. Be advised, however, that generally accepted commercial conference funding practices may not be appropriate for NGB official conferences.

a. Providing free attendance with the payment of exhibitor fees for a display booth.

b. Providing exhibitor description and mention in a program if exhibitor participation is a requirement of the conference and so long as no endorsement is implied. **Example:** Describing products or services of an exhibitor at a capabilities or requirements conference.

c. Providing mention in the program and at the conference site — without endorsement — of independent events (exhibitor-sponsored) to which conference attendees are invited that may be interest to NGB personnel.

6. Ethical Considerations. Conference proponents may want to consider the following issues or discuss them with the NGB-JA Ethics Counselor.

a. Attendance of exhibitors at substantive conference sessions. Permitting this may give preferential treatment to exhibitors permitted to display at the conference.

b. Gifts. Exhibitors often give away prizes or gifts at their displays. These give-aways often raise ethical issues regarding the ability of Government participants to keep the gifts. A recommended practice is to include a short refresher on gift acceptance in the program.

ENCLOSURE G

NO-COST CONFERENCE PLANNERS

1. Purpose. The purpose of this Enclosure is to outline guidance and requirements for use and approval of the use of no-cost conference planners.

2. Scope. This Enclosure applies to all conferences, meetings, or other events for which an NGB activity plans to enter into an agreement with an individual or entity to provide conference related services at no direct cost to the Government.

3. Policy.

a. General fiscal law prevents the Government from receiving services without having to pay for the benefit received by the Government. The Anti deficiency Act prohibits federal agencies from accepting these voluntary services. In accordance with Reference b., the purpose of the prohibition is to preclude situations that might generate claims for compensation that might exceed an agency's available funds.

b. The Government may, however, enter into "no-cost contracts" in certain circumstances and within specific parameters, to include conference planning services.

c. The no-cost contract for goods or services must be binding. As such, to be enforceable, the contract requires an offer, acceptance of the offer, and consideration. In authorized no-cost contracts, the consideration is usually a fee that is paid to the contractor by a party other than the Government (e.g., attendee fees, broker fees from conference center, etc.). Additionally, the consideration is the opportunity for the conference planner to provide the services to the Government in order to alleviate the fees paid by the conference facility or others.

d. An alternative to the no-cost contract is a gratuitous services agreement. Such an agreement, executed between the conference proponent and the planner, is an agreement by the conference planner that the planner is not entitled to compensation of any kind by the. Government. Gratuitous services are services provided to the Government. under a properly documented agreement in which the provider of the gratuitous services agrees in advance to provide the services without the expectation of compensation of any kind from the U.S. Government. A gratuitous services agreement is legal in the context of a conference planner; the conference planning function or mission to be performed by a conference planner will not displace or replace NGB employees.

e. A gratuitous services agreement is the favored agreement compared to a no-cost contract. Conference proponents should discuss their requirements with NGB-JA regarding the nature of the instrument to be used.

f. All agreements with no-cost contract or gratuitous services conference planners must contain language stating that the conference planner will not establish any outside agreements or contracts with vendors or exhibitors in relationship to the conference being coordinated by the planner for NGB.

4. Requirements.

a. The no-cost contract or gratuitous services agreement must contain language stating that the contractor/volunteer is providing service to the NGB at no cost to the Government, specifying that the Government's liability for payment of services under the contract is "zero." (See Appendix A of this Enclosure).

b. All NGB activity no-cost contracts will be signed by a warranted contracting officer. Gratuitous services agreements may be signed by the conference proponent or other person within the NGB activity sponsoring the conference. Gratuitous services agreements will be maintained IAW directorate policy for recordkeeping.

c. All fees collected by the contractor/volunteer must be deposited and handled in accordance to the fee collection requirements and authority of Reference a. Compliance with Appendix C to Enclosure D meets these requirements. See also FMR, Volume 12, Chapter 32, paragraph 320202.

d. All no-cost contracts will be reviewed by NGB-JA prior to execution.

e. If no-cost conference planners are to be used prior to conference approval by the approval authority, a no-cost contract or gratuitous services agreement will be executed prior to the contractor/volunteer beginning work. Such requests will be coordinated with NGB-JA.

5. Considerations. Although neither no-cost contracts nor gratuitous services agreements violate the Anti deficiency Act, the following factors will be taken into consideration in deciding whether a no-cost contract or gratuitous services agreement is appropriate.

a. The value of the services received from the contractor/volunteer compared to the concessions offered by the contractor/volunteer.

b. Ultimate cost to the Government as a whole for the event.

c. Possible conflicts of interest (specifically, that control of the agenda, selection of speakers, and other matters concerning content, as well as event venue, should serve the Government, not the contractor's/volunteer's purpose).

d. The Government may determine the fee that the no-cost contractor/volunteer charges its customers in order to keep the fees charged to third parties reasonable. In this regard, NGB activities will include, as one of its selection criteria, for conference no-cost contractors the cost the contractor imposes on third parties.

APPENDIX A TO ENCLOSURE G

GRATUITOUS SERVICES AGREEMENT

1. Include the details of the agreement with as much detail and specificity as required. NGB-JA or directorate conference planners can assist with drafting an appropriate agreement or consideration of certain requirements.

2. Include the following paragraph near the end of the document:

> **<Name of individual or organization> expressly agree(s) that my/its services will be performed without pay and that I/it will not, solely because of these services, be considered an employee of the U.S. Government or any instrumentality thereof. I/It expressly agree(s) that I/it will neither expect nor demand any present or future salary, wage, or related benefits as payment for gratuitous services. I/it further agree(s) that I/it will not expect or demand any payment from the U.S. government for any losses I/it may incur as a consequence of performance under this agreement.**

ENCLOSURE H

SAMPLE HOTEL AGREEMENT

LETTER OF INTENT

Note: All items in *italics* must be amended to each specific conference. All letters of intent should be coordinated with NGB-JA.

HOTEL NAME

HOTEL ADDRESS AND PHONE NUMBERS

Letter of Intent

Date Booked: *DATE*
Market Segment: Government
Sales Manager: *NAME*

Group Information

Account: *e.g. National Guard Bureau*
Post As: *NAME OF CONFERENCE*
Contact: *NAME*
Address: *ADDRESS*

Telephone: *NUMBER*
Fax: *NUMBER*

Arrival / Departure Pattern

Arrival Date: *DATE*
Departure Date: *DATE*

	Mon [mm/dd]	Tue [mm/dd]	Wed [mm/dd]	Thu [mm/dd]	Fri [mm/dd]
ROOM TYPES					

INSERT # OF ROOMS AND CHANGE DATES

The *HOTEL NAME* does not guarantee specific room type availability. Request will be accommodated to the best of the hotel's ability.

Hotel Check – Check in time is after *3:00* PM on the day of arrival. Check-out is before *12 noon* on the day of departure.

Rate Information*

Room	Single Rate	Double Rate
	$	$
ROOM TYPES		

*or Prevailing Federal per diem rate

Total Room nights: *NUMBER*

Comps: *IF OFFERED, INSERT # OF COMPLIMENTARY*

OTHER ROOM TERMS AND CONDITIONS: Example: Hotel will provide one complimentary Presidential Suite for the duration of the conference over and above the 1/50 ratio. Hotel will provide five upgrades to Executive Suites at the group rate for the duration of the conference. Hotel will provide an area for use as a workshop registration area from [insert date].

All rates are subject to the prevailing city and state taxes. Currently, taxes total 16.75% and are subject to change. These rates are net and non-commissionable. **Group is Tax Exempt *(NOTE -- FEDERAL GOVERNMENT IS NOT ALWAYS TAX EXEMPT, SEE NGB-JA)***.

HOTEL NAME'S current parking charge is *$##. ## plus tax, $##. ## valet parking*, plus tax per day for registered guests. This includes in and out privileges. Rates are subject to change.

Reservation Information

Housing Method: Individual Call-In

Reservations received after ***DATE*** will be provided on a space available basis.

When making individual reservations or confirming individual reservations, please call ***800 NUMBER*** and ask for ***CONFERENCE NAME***.

Individual reservations must be guaranteed for late arrival with a credit card or first night's deposit. Should cancellation of an individual reservation be necessary, cancellation must occur no later than ***72*** hours prior to arrival date to avoid a cancellation fee of first night's room and tax.

Meeting Room Requirements

Date	Start Time	End Time	Function	Setup	# of People

Room Rental will be waived based on a pickup of at least *NUMBER* of the guestroom block. Should the pickup fall below *NUMBER*, room rental charges will apply as shown below.

Guestroom pickup	***Room Rental***
80% and above	*Complimentary*
65% - 79%	*$500.00 per day*
50% - 64%	*$1000.00 per day*
Less than 50%	*$1500.00 per day*

NOTE: ABOVE PERCENTAGES AND AMOUNTS ARE NEGOTIABLE

OTHER NEGOTIATED TERMS AND CONDITIONS:
Example: The Hotel will provide a Complimentary One-Hour Welcome reception for the group. The Hotel will provide one Complimentary Continental Breakfast for the group. The Hotel will provide one Complimentary Afternoon Coffee Break for the group.

The sale and service of all alcoholic beverages is regulated by the STATE DIVISION of ALCOHOLIC BEVERAGES and TOBACCO. The hotel is responsible for such regulations. Therefore, it is our policy that no alcoholic beverages are brought into the hotel for any conference or function. Only food purchased from the hotel may be used during any conference or function at the hotel.

Final guarantees are due by *11:00am, 72* business hours in advance of the scheduled function. All food and beverage, audio visual, and room rental paid for on the Master Account is tax exempt *but may be subject to a service charge of ##%.*

Under no circumstances, shall the hotel be responsible for damage or loss of any merchandise or articles brought into and/or left unattended in the hotel including but not limited to guest rooms, meeting space, storage, public areas or parking areas.

Billing Information (check all that apply)

Individual Pay Master Account Method of Payment
Of Master Account

	Room/Tax		Room/Tax		Direct Bill
	Restaurant		Restaurant		Credit Card
	Incidentals		Incidentals		Purchase Order (AV)
			Catering ***		Company Check
			Audio Visual		Prepayment
					Cash (Catering Charges)

***Note: *BEFORE PAYING FOR ANY FOOD, CONTACT NGB-JA.*
Attendees will be responsible for his/her room, tax, and incidental charges upon checkout. To establish charging privileges, guests will be asked to provide a credit card upon check-in. Only meeting room rental, audio/visual, equipment, business center expenses, local telephone in general session room, and additional miscellaneous charges will be placed on the master bill at the hotel front desk. On the afternoon of the final day of the workshop, *GOVERNMENT ORGANIZATION* and the hotel will review the charges and settle the account.

Please contact the hotel accounting department at [*Insert TELEPHONE NUMBER*] for any billing questions after group departure.

Additional Information

CONTACT NGB-JA BEFORE ADDING ANY GOVERNMENT OBLIGATIONS TO THIS SECTION

Letter of Intent Terms

Neither party shall be responsible for any failure of performance due to acts of God, strikes, shortages of commodities or supplies, accidents, government regulations, restrictions upon travel, national emergencies, and any other cause which is beyond reasonable control of the hotel or *GOVERNMENT ORGANIZATION*.

Once this Letter of Intent is accepted and signed, there shall be no right of termination for the sole purpose of holding this same meeting or similar function in another facility and no right of termination by the Hotel for the sole purpose of accommodating another group.

Because of the current world situation, the *GOVERNMENT ORGANIZATION* reserves the right to cancel the conference at no cost to the United States Government. The *GOVERNMENT ORGANIZATION* shall provide immediate notification to the hotel upon a determination by the *GOVERNMENT ORGANIZATION* that the conference will be cancelled for lack of funds or other operational contingencies.

INDEMNIFICATION AND HOLD HARMLESS -- Nothing in this Letter of Intent shall be construed as an indemnification by one party or the other for liabilities of a party or third persons for property loss or damage or death or personal injury arising out of and during the performance of this Letter of Intent. Any liabilities or claims for property loss or damage or for death or personal injury by a party or its agents, employees, contractors or assigns or by third persons, arising out of and during the performance of this Letter of Intent shall be determined according to applicable law.

Signature Clause

As these arrangements meet with the Workshop Coordinator's approval, the Workshop Coordinator, who is NOT acting as a contracting official, initials this document on each page. As the Workshop Coordinator is not a contracting officer for the U.S. Government, his signature affirms the intent of *GOVERNMENT ORGANIZATION* to host the *CONFERENCE NAME* at the *HOTEL NAME* on *DATES*.

By initialing this Letter of Intent, the Workshop Coordinator indicates only that these are the intentions of *GOVERNMENT ORGANIZATION*.

Any modification or supplementation of this Letter of Intent must be in writing and initialed/signed by the parties concerned in order to be effective.

To guarantee rates quoted, the availability of sleeping rooms requested and all other terms of this Letter of Intent, it must be signed and returned to the hotel by ***DATE*** or the rooms may be cancelled.

Hotel Representative Position Date

Workshop Coordinator Position Date
(Government Employee—not a contractor)

Figure 2. Sample Template of a Letter of Intent with a Hotel. This template is the only acceptable template that can be used.

ENCLOSURE I

DoD MANDATED ALTERNATE MEANS STATEMENT ON TDY AUTHORIZATION

DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

OFFICE OF THE ASSISTANT SECRETARY

15 SEP 2011

MEMORANDUM FOR ALMAJCOM-FOA-DRU/FM/FMF

FROM: SAF/FMP (AFAFO)
6162 South Willow Drive, Ste 300A
Englewood, CO 80111

SUBJECT: DoD Mandated Alternate Means Statement on TDY Authorizations.

The Office of the Secretary of Defense (OSD) mandated the below statement be included on all TDY authorizations. This guidance was included in Joint Travel Regulation (JTR) and Joint Federal Travel Regulation (JFTR) changes published effective 27 July 2011. The Defense Travel System (DTS) will not be modified to include this statement. The DTMO advised each Service and Agency they must implement their procedures internally. Therefore, as a part of our implementation, the Air Force will exempt the following authorizations: Contingency, Exercise and Deployment (CED), Permissive TDY, and International Military Education and Training (IMET).

The OSD requirement specifies all DoD travel requests must include a justification that alternate means (Secure VTC, WEB-Based Communications) are not sufficiently able to accomplish the travel objectives. This requirement should be addressed by adding the following statement in all orders along with the specific justification related to the TDY:

"Alternate means, such as Secure Video Teleconference (SVTC) or other web based communications are not sufficient to accomplish travel objectives. **(Insert Specific Justification).**"

Effective upon the receipt of this memorandum, all TDY authorizations, except those listed above, require the above statement and a specific justification. Amendments to any authorization previously issued will not be required. Additionally, automated order writer programs will need to be modified to include the above statement. Until those modifications can be made, a substitute process (i.e., include the statement in the comments field) must be in place to ensure the required statement is included. Since DTS will not be modified to include this statement, it is important the appropriate statement be added to other authorizations when each travel authorization is created. The instructions for adding the required statement into DTS is located on the AFAFO COP/Travel Pay link / DTS folder / DTS Policy Memos folder. The link is https://afkm.wpafb.af.mil/ASPs/docman/DOCMain.asp?Tab=0&FolderID=AF-FM-TF-01-4-6&Filter=AF-FM-TF-01.

Please have your units disseminate this information locally to facilitate implementation. This requirement will be included in the next AFI 65-103 revision. My points of contact are Mr. Dan Miller, daniel.miller@buckley.af.mil and TSgt Timothy Carlsrud, timothy.carlsrud@buckley.af.mil.

E Lee Franklin

E. LEE FRANKLIN
Director, Air Force Accounting and
Finance Office

Figure 3. Sample Memorandum with mandated Statement required on TDY authorization

ENCLOSURE J

REFERENCES

a. 10 U.S.C. § 2262, (dates varied by chapter), “DoD Conferences: Collection of Fees to cover DoD Cost”

b. 31 U.S.C. § 1341 and § 1342 , (dates varied by chapter), “Limitations on Expending and Obligating Amounts”, “Limitation on Voluntary Service”

c. 31 U.S.C. § 3302, (dates varied by chapter), “Custodian of Money”

d. Code of Federal Regulations (CFR)

e. Current Joint Travel Regulation/Joint Federal Travel Regulation, available at <www.dtic.mil/perdiem/>

f. DoD 5500.7-R, 1 August 1993 with Changes 1-6, “Joint Ethics Regulation”

g. DoD 7000.14R, (dates varied by volume), “Financial Management Regulation”

h. DFAS IN Reg. 37-1, (dates varied by chapter,) “Army Financial Management”

i. Secretary of the Air Force, 28 Oct 11, “Air Force Memorandum-Conferences”

j. Department of the Army Memorandum Delegation of Authority for Conference Approval, 17 Oct 11

k. AFI 65-601 v.1, 6 Nov 09, “Financial Management Budget Guidance and Procedures”

l. <https://gkoportal.ngb.army.mil/sites/NGB-Chief/Events_Manager/default.aspx>

m. 5 CFR 410.404 “Determining if a conference is a training activity”

n. DoD FMR Volume 5, Chapter 3 & Volume 10, Chapter 12 & 32

o. <www.FebBizOps.gov>

p. AR 37-47, 3 December 2004, “Representation Funds of the Secretary of the Army”

q. <https://www.defensetravel.dod.mil/Docs/Fact_Sheet_Lodging.pdf>

r. <http://www.usfa.fema.gov/applications/hotel/>

s. <http://fss.gsa.gov/citypairs/search/>

t. DoD Directive 4515.13-R, Nov 94, “Air Transportation Eligibility”

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AAR	after action report
AEA	Actual Expense Allowance
AKO	Army Knowledge Online
ANG	Air National Guard
ARNG	Army National Guard
ARNG-CSO-TSP	ARNG Conference and Protocol Management Branch
A/V	Audio/Visual
CFR	Code of Federal Regulation
CNGB	Chief National Guard Bureau
DFAS	Defense Finance &Accounting Service
DJS	Director of the Joint Staff
DJ5	Director, Strategic Plans, Policy and International Affairs
DoD	Department of Defense
DTS	Defense Travel System
EANGUS	Enlisted Association of the National Guard of the U.S
FEMA	Federal Emergency Management Agency
FOUO	For Official Use Only
GKO	Guard Knowledge Online
GO	General Officer
GPC	Government Purchase Card
IAW	In accordance with
IT	Information Technology
JER	Joint Ethics Regulation
JFTR	Joint Federal Travel Regulation
LOI	Letters of Intent
NFE	Non-Federal entity
NGAUS	National Guard Association of the U.S.
NGB	National Guard Bureau
NGB-AQ	National Guard Bureau-Office of Operational Contracting
NGB/CFX	ANG Director's Action Group
NGB-IG	National Guard Bureau-Inspector General
NGB-JA	National Guard Bureau-Chief Counsel
NGB-J5	National Guard Bureau-Strategic Plans, Policy and International Affairs
NGB-J8	Force Structure, Resources & Assessment
NGB-PF	National Guard Bureau-Office of the Assistant for Property and Fiscal Operations
NGB-ZC	National Guard Bureau-Comptroller/Director of Administration and Management
NGB-ZB	Office of the Vice Chief
OCNGB	Office of the Chief, National Guard Bureau

OSD	Office of the Secretary of Defense
PMR	proportional meal rate
POC	point of contact
PTDY	permissive temporary duty status
SecDef	Secretary of Defense
SES	Senior Executive Service
SF	Standard Form
TAG	Adjutant General
TDY	Temporary Duty Status
USPFO	United States Property & Fiscal Officer
U.S.	United States

PART II. DEFINITIONS

Activity/Directorate/Division -- As used in this policy, "**Activity**" means the sub-organization hosting the conference, i.e.., NGB-ZC-PF. "**Directorate**" means the top-level activity that is headed by an approval authority as defined in this policy, e.g., the ARNG. "**Division**" means the "A-code", "J-code," "G-code," or "two-letter" activity, e.g., the ARNG IMZ.

Approval Authority --

a. Conferences sponsored by the States, Puerto Rico, the U.S. Virgin Islands, Guam and the District of Columbia that cost under $100,000 (regardless of the type of funds being used) must be approved by the applicable TAG (for all States, Puerto Rico, U.S. Virgin Island, and Guam) or the Commanding General (for the District of Columbia). Conferences sponsored by the ANG and ARNG under $100,000 (this includes TDY funds) can be approved by a GO in the chain of Command.

b. Conferences costing $100,000 to $500,000 must be approved by (1) the Director, ARNG for ARNG-funded (this includes TDY funds) conferences; (2) the Director, ANG for ANG-funded (this includes TDY funds) conferences; (3) the DJS for conferences using both ARNG and ANG funds (this includes TDY funds), Joint Staff and Special Staff-sponsored conferences; (4) NGB-ZC-sponsored conferences; and (5) the CNGB for OCNGB and Personal Staff-sponsored conferences. Note: NGB-IG, NGB-JA, and NGB-ZC will review all conferences over $100,000.

c. ARNG and ANG conferences over $500,000 will be approved by the Administrative Assistant to the Secretary of the Army or the Secretary of the Air Force (or the Under Secretary of the Air Force), respectively. However, prior to sending such conference requests to the applicable approval authority, the requests will be sent to NGB-IG, NGB-JA, and NGB-ZC for review.

d. Conferences sponsored by Joint, Personal or Special Staffs, and CNGB over $500,000 will be approved by CNGB. However, prior to sending such conference requests to the applicable approval authority, the request will be sent to NGB-IG, NGB-JA, and NGB-ZC for review.

Conference Fee -- The term "conference fee" includes any attendance, registration, or other miscellaneous fee collected by an NGB activity in conjunction with an NGB conference, meeting, or training in order to offset the costs incurred by the activity to execute the conference. This does not include non-reimbursable personal funds or "landing fees" unofficially collected from conference attendees, such as those used to fund food and light refreshments or conference memorabilia.

Light Refreshments -- Light refreshments include, but are not limited to, coffee, tea, milk, juice, soft drinks, doughnuts, bagels, fruit, pretzels, cookies, chips, or muffins that are served during a break. Light refreshments are a personal expense. No light refreshments will be purchased with appropriated or non-appropriated funds.

National Guard Sponsored Committees -- Any committee, organization, or quorum of military and/or NG civilian personnel that are primarily designed to interpret, administer, or conduct business or discussions regarding NGB matters. NG sponsored committees included, but are not limited to such entities as the regional USPFO councils. These committees must have a signed charter and no conferences can be held if no charter is on file in NGB-ZC.

Resource Manager -- This refers to the individual that activities consult regarding resource issues, budgeting, funding, etc. The resource manager may be at varying levels depending on the organization and structure of a particular directorate.

Training -- Training means the process of providing for and making available to an employee, and placing or enrolling the employee in, a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, mechanical, trade, clerical, fiscal, administrative, or other fields which will provide individual and organizational performance and assist in achieving the NGB's mission and performance goals. For purposes of this policy, "training" does not include routine or recurring business meetings to discuss NG business, nor does it include an event where an employee may become informed or learn about a particular subject.

Official Representation Funds -- Any official representation funds requested to purchase meals or refreshments for authorized guests, such as congressional delegations or foreign dignitaries, must be approved under separate memorandum IAW AR 37-47 “Representation Funds of the Secretary of the Army”.