

Headquarters
Department of the Army
Washington, DC
15 November 2006

Administration

**Headquarters, Department of the Army
Conferences, Symposia, Seminars, and Meetings**

Applicability. This memorandum applies to Headquarters, Department of the Army and its field operating agencies, unless otherwise stated.

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

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1. Purpose

This memorandum establishes policy and requirements, assigns responsibilities, and prescribes procedures for preparing, processing, and approving requests for conferences sponsored by Headquarters, Department of the Army (HQDA).

*This memorandum supersedes DA Memo 1-17, dated 14 March 1990.

2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

3. Explanation of abbreviations and terms

Abbreviations and terms used in this memorandum are explained in the glossary.

4. Responsibilities

a. The Administrative Assistant to the Secretary of the Army (AASA) is the approval authority for HQDA-sponsored conference requests.

b. The Executive Director, U.S. Army Resources and Programs Agency, Office of the Administrative Assistant to the Secretary of the Army (OAA) will—

(1) Review all HQDA conference requests on behalf of the AASA to ensure compliance with this memorandum.

(2) Coordinate with agency central points of contact to resolve issues and expedite the process.

(3) Annually report to the AASA the number and cost of all approved conferences held during the preceding fiscal year.

c. The reviewing official will—

(1) Prepare an after-conference action report to the approval authority.

(2) Review and sign all conference requests from subordinate directorates, staff support activities, and field operating agencies; ensure all requests are in compliance with the references in this memorandum; and require the inclusion of legal advisors during conference planning and execution.

(3) Pursue alternatives to conferences such as messages, letters, videotapes, and video or audio teleconferencing and consider the conference's effect on time away from duty station and delay of mission accomplishments.

(4) Ensure that both the number and size of HQDA-sponsored conferences are kept to an absolute minimum.

(5) Budget for agency conference costs, travel, per diem, security, facilities, and so on in the annual agency budget proposal or request.

(6) Appoint a conference proponent point of contact to monitor the conference request in order to ensure compliance with security, funding, ethics, and contracting requirements.

(7) Expeditiously forward conference requests through appropriate approval authorities.

(8) Appoint a conference proponent security officer (CPSO) who will perform duties as required in this memorandum.

(9) Provide personnel to assist the CPSO in making security arrangements, controlling access to the conference site, providing physical security and protection of classified information, and assuring risk mitigation measures are effectively executed.

(10) For conferences with foreign government representatives attending in their official capacity, begin coordination with the Deputy Chief of Staff, G-2 (DCS, G-2) (DAMI) Foreign Disclosure Division before submitting the request to the approval authority. The reviewing official will also follow the procedures in Army Regulation (AR) 380-10. Coordination requires 120 days lead time prior to the conference date.

(11) For conferences where classified information will be discussed or disseminated, follow the procedures in AR 380-5 and coordinate directly with the DCS, G-2 (DAMI) if additional guidance is needed. All conferences involving classified information will be held only at a secure location (see paragraph 7c).

(12) Forward documentation of approval by the approval authority to the resource manager and contracting activity with sufficient lead time for commitment of funds and for the competitive procurement of conference facility or conference support contracts.

d. The Provost Marshal General will—

(1) Coordinate with the CPSO for conferences sponsored by the Secretary of the Army (SA), Under Secretary of the Army (USA), Chief of Staff Army (CSA), Vice Chief of Staff Army (VCSA), or the

Sergeant Major of the Army (SMA). Upon receipt of conference information from the CPSO, the PMG will determine the Force Protection Condition (FPCON) for the conference location in accordance with Department of Defense Directive (DODD) 2000.12. The PMG will designate a special events security manager (SESM) to work with the CPSO to prepare threat and vulnerability assessments for the conference facility site, determine security requirements for the conference facility, assist the CPSO in preparing security plans, and approve the conference security plan.

(2) Coordinate monthly with the Army Protocol Directorate and Office of the SMA to identify events sponsored by the SA, USA, CSA, VCSA, or the SMA; provide a criminal/foreign threat assessment for conferences sponsored by these entities; ensure the appropriate local or nearest installation security/provost marshal's office for conferences outside the National Capital Region (NCR) is tasked to provide security support and review security plans; and conduct a conference security brief to the Director of the Army Staff.

e. The Director, HQDA Security & Safety Directorate, Antiterrorism/Force Protection Branch (SSD-AT/FP) is responsible for coordinating with the CPSO for all conferences other than those sponsored by the offices listed in paragraph 4d(1). Upon receipt of conference information from the CPSO, the Director, SSD-AT/FP will provide information regarding the FPCON for the conference location in accordance with DODD 2000.12. The Director, SSD-AT/FP will designate a SESM to work with the CPSO to prepare threat and vulnerability assessments for the conference facility site; determine security requirements for the conference facility; assist in preparing security plans; and approve the conference security plan. For conferences outside the NCR, the Director, SSD-AT/FP will ensure that the appropriate local or nearest installation security/provost marshal's office is tasked to provide security support and review security plans.

f. The CPSO will be responsible for—

(1) *Security coordination with the appropriate security office.* The CPSO will provide the security office with notification of the proposed conference, the conference date, and general location of the conference site. Any changes in the date or site must be forwarded to the security office. For conferences where food will be provided to attendees by any central food provider (hotel, caterer, and so on), the CPSO will coordinate with the U.S. Army Veterinary Command.

(2) *Preparation of the threat assessment.* After the conference facility has been selected, the CPSO will inform the security office of the facility's name and location. The threat assessment of the facility will then be prepared by the security office or by Army Criminal Investigation Command (CID) for conferences outside the NCR.

(3) *Preparation of the vulnerability assessment.* After the conference facility contract is awarded, the SESM, for conferences in the NCR, and the CPSO, for conferences outside the NCR, will conduct and document a vulnerability assessment. The CPSO will contact the local installation security/provost marshal's office for assistance to complete the vulnerability assessment. A vulnerability assessment is not necessary for conferences held at sites on military installations or where the FPCON is Alpha or below, unless the threat assessment identifies known threats. Potential threats based on the event mission, location, degree of Army involvement, and the security environment must be evaluated to determine the appropriate level of required security. The assessment must be coordinated with the conference facility and local authorities.

(4) *Preparation of the conference security plan.* A conference security plan will be prepared and approved by the security office. For conferences outside the NCR, the local installation security/provost marshal office may provide technical expertise in plan development. The plan will address security measures to implement before, during, and after the event, as well as emergency/incident response procedures.

(5) *Execution of security plan.* Conference security must be performed in accordance with the security plan. An after-action/lessons-learned report will be forwarded to the appropriate security office.

5. Policy

Holding a conference can be an appropriate method of conducting an activity's business. However, HQDA policy requires conference planning to minimize costs to the Government and to ensure the safety and security of conference participants.

6. Requirements

a. Approval. Conferences must be approved by the AASA.

b. Planning. In the earliest stages of contemplating conferences, all HQDA organizations will make every effort to coordinate their conference planning with other conference planners to maximize opportunities to accomplish conference objectives effectively and efficiently. Conference proponents must refer to the Joint Travel Regulations (JTR), Chapter 4, Part S, and the Joint Federal Travel Regulations (JFTR), Chapter 2, Part G, as part of their conference planning process.

c. Location. The first choice for conference locations will be U.S. military or other Government installations. Conference proponents will maximize the use of Government-owned or Government-provided conference facilities. Commercial facilities will be used only when they can be proven more economical, or when military or other Government facilities are unavailable when needed. Efforts must be made to adjust conference scheduling to fit the availability of military or other Government facilities. If commercial facilities are to be used, Conference proponents will first check the availability of those facilities in the Lodging Success Program. Conferences will not be held in any facility in which the cost for lodging exceeds the lodging rate for that locality, unless approved in advance by the approval authority. For conferences to be held in commercial space in the NCR, conference proponents must coordinate with the Director, Space Policy and Acquisition Division, Washington Headquarters Services Defense Facilities Directorate.

d. Cost. The number and cost of HQDA-sponsored conferences will be kept to an absolute minimum. All conference costs will reflect an economical and efficient use of taxpayer dollars. Conference proponents will minimize all conference costs, including administrative costs, conference attendees' travel and time costs, and will limit conference attendance to the minimum number of individuals required. Conference attendance must be directly and clearly related to mission achievement. The benefits derived from a conference must justify the invested resources. For assistance in choosing the most economical conference site, use Offsite Travel Optimization software at <http://www.dscr.dla.mil/dorra/offsite/homepage.htm>. This software will also help calculate conference costs.

e. 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.

f. Contracting authority. 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. All contracts must be signed by a warranted contracting officer.

g. Contract, fiscal, and ethics limitations. If the conference is to involve the collection of fees from any government or commercial participant, the reviewing official must coordinate with the conference proponent's legal advisor. Conference planners must ensure all conference funding complies with Section 1341, Title 31, United States Code (31 USC 1341), Section 3302, Title 31, United States Code (31 USC 3302), and Department of Defense (DOD) 7000.14-R. Conference planners will not accept complimentary hotel lodging rooms to be used by individual attendees based on rank or position. Appropriated funds may not be used to purchase conference mementos to distribute to attendees.

h. Security. Conference proponents will comply with the security requirements in paragraph 7.

i. Travel regulations. Conference proponents will comply with the JFTR and JTR.

j. Cosponsorship. Cosponsorship of any conference must comply with DOD 5500.7-R, section 3-206. All cosponsorship agreements must be reviewed by the conference proponent's ethics advisor and forwarded to the Army Office of the General Counsel for approval.

k. Honorariums/fees. Honorariums and fees for speakers are limited. Refer to Defense Finance and Accounting (DFAS) 37-1 Regulation, Chapter 9 at 092010 for limitation on amount.

l. Refreshments and meals. All refreshments and meals proposed to be provided at Government expense, other than temporary duty (TDY) per diem, must be approved by the approval authority in advance. Costs must be fully documented.

m. Light refreshments. Light refreshments will not be provided at Government expense for local conference attendees, unless the refreshments constitute a nonsegregable portion of the facility rental costs—that is, the conference facility provides the refreshments at no additional cost to the Government and is unable to separately identify those costs, and the cost of the space is competitively priced with facilities that do not offer food.

7. Security

a. Integration of security. The conference proponent must ensure security measures are integrated into the event planning process. Security of participants and protection of classified information will be a consideration in the selection of an event location.

b. Foreign national screening. All conferences involving the attendance by foreign government representatives require advance screening by the DCS, G-2 (DAMI) of the foreign national attendees prior to submitting the conference request to the approval authority.

c. Classified conferences. All conferences involving classified information will be held only at a secure location on U.S. military or other U.S. Government installations or at a cleared U.S. contractor facility. Conference proponents must adhere to the provisions of AR 380-5 and coordinate with the DCS, G-2 (DAMI) if additional guidance is necessary.

d. Priority of site selection. For conferences not involving classified information, the priority of site selection from most to least secure is—

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

(2) DOD-cleared Government or contractor facilities where public access can be controlled. Security procedures in appendix B will be followed.

(3) Non-DOD cleared Government or civilian facilities with a security force. Security procedures in appendix B will be followed.

(4) Government or civilian facilities with no security force. Security procedures in appendix B will be followed.

e. Security oversight.

(1) For conferences sponsored by the SA, USA, CSA, VCSA, or SMA, the Special Events Security Manager (SESM) from the Security, Force Protection and Law Enforcement Division, Office of the PMG will provide security oversight and, in coordination with Army Protocol office, ensure the appropriate local or nearest installation security provost marshal's office tasked for security support.

(2) For all conferences, other than those described in paragraph 7e(1), the SSD-AT/FP will provide security oversight and ensure the appropriate MACOM (or successor command) is tasked for security support.

f. Facility security.

(1) Conference facilities will have security personnel available to assist in planning and implementing security measures and contingency plans for emergencies. The selection decision for a conference facility will consider the facility's security arrangements and ability to augment security with professional security personnel or off-duty civilian law enforcement officers. Security requirements must be made a part of the contract with the conference facility.

(2) Representatives from the conference proponent, the SESM or CPSO, and the conference facility security officer will meet at the conference facility site to plan the following: site security, risk identification and assessment requirements; vehicle control, including parking; attendees' lodging and points of ingress/egress; identification needs; and any other pertinent security risk mitigation issues.

(3) The conference proponent will provide personnel to control access to the conference area through visual recognition or identification. If appropriate, the conference proponent will require the conference facility to provide professional security personnel. The cost for security requirements is the responsibility of the conference proponent and will be captured within the total cost of the event.

g. Use of military personnel in support of security operations. The conference proponent must comply with DODD 5525.5.

8. Procedures

a. Foreign national attendees. For conferences attended by foreign government representatives, the coordination of foreign national attendee screening by DCS, G-2 (DAMI) must begin before submitting the conference request to the approval authority. Coordination requires a 120 day lead time prior to the conference date.

b. Security coordination. Conference documentation must be submitted at least 90 days prior to the start of the planned event to the appropriate security office for initial security coordination. After receipt of approval from the approval authority, the CPSO will forward a copy of the approved conference request to the security office for further security coordination of the conference. The CPSO must notify the security office of any changes in date or location. Conference proponents must be aware that a proposed conference location may be denied because of an unfavorable threat assessment. It is the responsibility of the CPSO to ensure appropriate coordination with the security office. Submission of requests with more than a 90 day lead time is strongly encouraged.

c. Legal, contracting, and funding support. The conference proponent will initiate coordination with the supporting legal office, contracting activity, and resource office at least 80 days prior to the scheduled date.

d. NCR commercial space. For conferences to be held in commercial space in the NCR, at least 70 days prior to the scheduled date a request for approval to contract for short-term conference facilities must be submitted as a memorandum to the Director, Space Policy and Acquisition Division, Washington Headquarters Services Defense Facility Directorate. The request must be supported by a concise justification and statement that Government space is not available. The conference proponent will include a copy of the approval in the conference request to the approval authority and to the contract procurement activity.

e. Approval requests. Conference requests from the conference proponent must be submitted to the AASA at least 60 days prior to the start of the planned event. If the conference proponent expects to acquire contractor conference support and/or facilities contracts, submission of the conference request must be made prior to contract award. The conference proponent must submit requests in advance of the 60 days in order to competitively procure conference support and facilities contracts. Requests for AASA approval must be forwarded through the Executive Director, Resources and Programs Agency, OAA. Conference requests for approval will be prepared in the format of a memorandum signed by the reviewing official. Conference requests must include—

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

(2) A statement indicating whether foreign government representatives will attend the conference, and if so, a statement that the conference proponent has coordinated foreign national attendee screening with the DCS, G-2 (DAMI).

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

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

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

- (a) Efforts to seek a conference location on a military or Government installation.
- (b) Justification for not using a military or Government installation.
- (c) Explanation of attempts to reduce costs in selecting a particular location over other locations.

(6) Number of attendees broken down by HQDA personnel, other Army personnel, and all others. Figures will indicate numbers of Presidential appointees, Senior Executive Service personnel, general officers, and equivalent personnel, non-Government attendees, and total attendance. Include the rationale for the selection and the number of attendees.

- (7) Number of attendees who will travel over 25 miles to the conference location.
- (8) Total estimated cost of the conference to the Army. An estimate of the following will be shown:
 - (a) Administrative costs.
 - (b) Facility costs.
 - (c) Per diem costs.
 - (d) Transportation/travel costs.
 - (e) Security costs.
 - (f) Audiovisual and information technology costs.
 - (g) Honoraria costs and awards.
 - (h) Per person and total costs of provided meals, refreshments, and other food/drink.
 - (i) Conference or registration fees, as permitted by applicable law, regulation, and policy.

(9) An explanation of any meals, refreshments, or other food/drink to be provided at Government expense, other than TDY per diem. (Note the limitation on light refreshments at paragraph 6m.)

- (10) The cost-saving features over similar past conferences.
- (11) An explanation of all funding sources.

(12) Force protection considerations. Submit the name and contact number of the CPSO or SESM. Submit confirmation of the initial coordination with the security office for security support for the conference.

(13) A copy of the approval to contract for short-term conference facilities for conferences to be held in the NCR.

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

f. Funding and contracting. After approval by the approval authority, the conference proponent will forward documentation of the approval to the resource manager and contract procurement activity.

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

(2) The conference proponent must forward to the contract procurement activity a funding document indicating commitment of funds 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.

(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 approval of the conference by the approval authority. 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.

g. Postconference report. Within 2 weeks after the conference has been held, the conference proponent will forward to the approval authority an after-conference action report. No new conference requests from the conference proponent will be approved until the report is received. The report will include—

- (1) The actual number of attendees.

(2) A detailed account of all costs actually expended for the conference. The account must include the amount of any conference coordinator fees associated with the conference.

(3) Whether any conference fees were collected from any individual or commercial participant and the amount of such fees.

Appendix A References

Section I Required Publications

DOD 5500.7-R

Joint Ethics Regulation. (Cited in para 6j.) (Available at www.dtic.mil/whs/directives.)

JFTR

Joint Federal Travel Regulations, Volume 1, Uniformed Service Members. (Cited in paras 6b and 6i.) (Available at <https://secureapp2.hqda.pentagon.mil/perdiem>.)

JTR

Joint Travel Regulations, Volume 2, Department of Defense Civilian Personnel. (Cited in paras 6b and 6i.) (Available at <https://secureapp2.hqda.pentagon.mil/perdiem>.)

DFAS 37-1 Regulation

Finance and Accounting Policy Implementation. (Cited in para 6k.) (Available at <https://dfas4dod.dfas.mil/centers/dfasin/library/ar37-1/>.)

31 USC 1341

Anti-Deficiency Act. (Cited in para 6g.) (Available at www.gpoaccess.gov/uscode.)

Section II Related Publications

A related publication is a source of additional information. The user does not have to read a related publication to understand this memorandum. DOD publications are available at www.dtic.mil/whs/directives. U.S. Code is available at www.gpoaccess.gov/uscode.

AR 190-58

Personal Security

AR 380-5

Department of the Army Information Security Program

AR 380-10

Foreign Disclosure and Contacts with Foreign Representatives

AR 525-13

Military Operations Antiterrorism

DOD 7000.14-R

Financial Management Regulation

DODD 2000.12

DOD Antiterrorism/Force Protection (AT/FP) Program

DODD 5154.29

DOD Pay and Allowances Policy and Procedures

DODD 5525.5

DOD Cooperation with Civilian Law Enforcement Officials

DODI 2000.16

DOD Antiterrorism Standards

31 USC 3302

Custodians of money (Miscellaneous Receipts Act)

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

This section contains no entries.

Appendix B Conference Planning Aids

B-1. Conference planner's checklist

Table B-1, Conference planner's checklist, lists the actions necessary for planning a conference.

Days before conference	Action	Referenced paragraph
	Reviewing official determines conference is in best business interests of government	4c(2) through (4); 6b
	Reviewing official budgets for conference; goal: minimum necessary expenses	4c(5); 6d
	Reviewing official appoints conference proponent point of contact and CPSO	4c(6); (8)
	Conference proponent determines appropriate location (military installation preferred)	6c; 7a, d
120	If foreign government representatives are invited, reviewing official begins coordination with DCS, G-2 (DAMI) 703-695-2360	4c(10); 8a
120	If classified information will be discussed, reviewing official coordinates with DCS, G-2 (DAMI). 703-695-2360	4c(11); 7c
90	CPSO coordinates with the security office, re: threat and vulnerability assessments (OPMG, 703-614-5094; SSD-AT/FP, 703-602-4346/602-0306; and Army Veterinary Command, 703-681-3056)	4f; 7; 8b
80	Proponent begins coordination with contracting activity, resource office, legal office	6f; 8c
70	If conference is being held in NCR hotel, request approval from Director, Space Policy and Acquisition Division, WHS, 703-614-6399/695-3207	6c; 8d
60	Submit conference request to approval authority's office 703-602-6267	6a; 8e
	Forward conference approval documentation to resource manager and contracting activity	8f
	Continue coordination with contracting activity, resource office, legal office; award contracts, if necessary	4c(12); 6f; 6g; 8c; 8f
	After conference location has been determined, SESM conducts threat assessment, and if required, CPSO or SESM conducts vulnerability assessment	4g(2, 3); 7
	CPSO/PM prepare conference security plan	4f(4); 7
	Conference is executed	
+14 after	Proponent submits post-conference report	8g

B-2. Security flow diagram

Figure B-1, Security flow diagram, is designed to aid in planning security requirements.

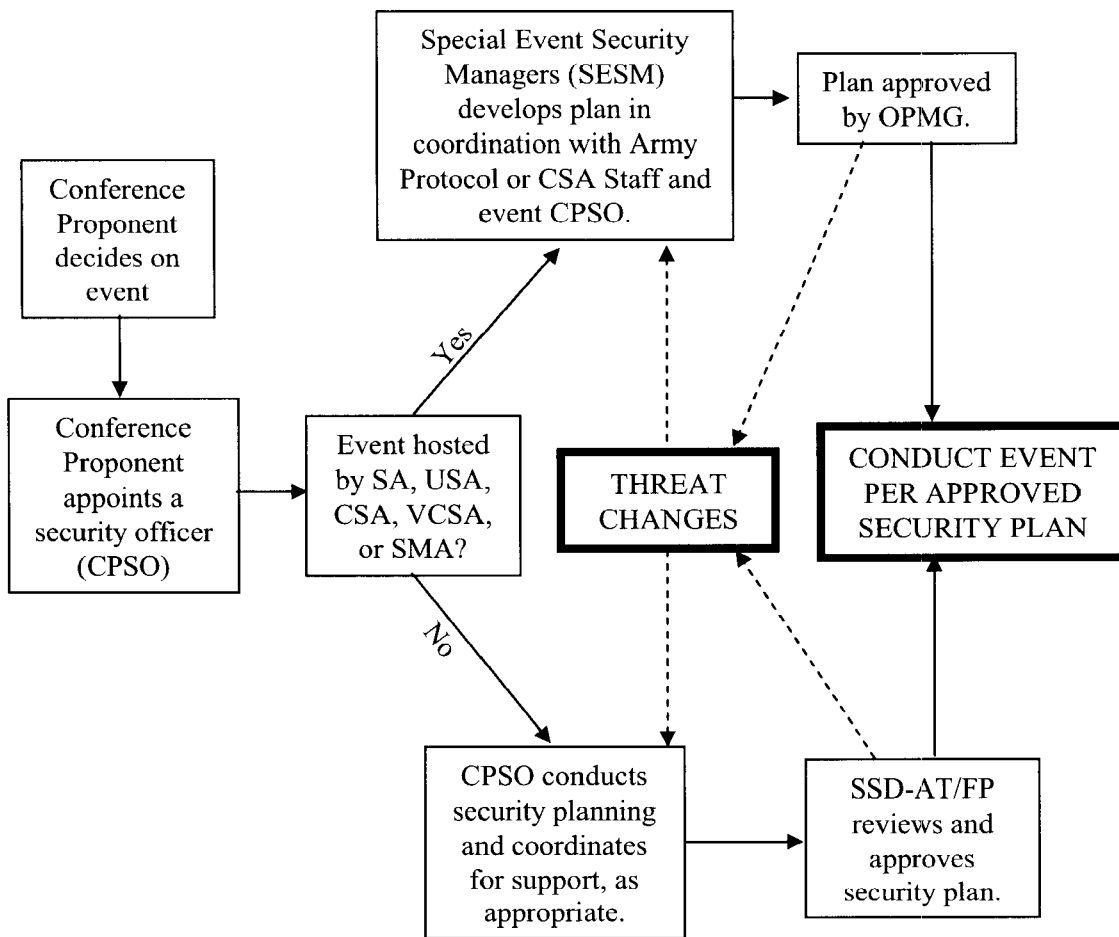


Figure B-1. Security flow diagram

Glossary

Section I Abbreviations

AASA

Administrative Assistant to the Secretary of the Army

AR

Army Regulation

CID

Army Criminal Investigation Command

CPSO

Conference Proponent Security Officer

CSA

Chief of Staff, Army

DA

Department of the Army

DCS, G-2

Deputy Chief of Staff, G-2

DOD

Department of Defense

DODD

Department of Defense Directive

FPCON

Force Protection Condition

HQDA

Headquarters, Department of the Army

NCR

National Capital Region

OAA

Office of the Administrative Assistant to the Secretary of the Army

OPMG

Office of the Provost Marshal General

PMG

Provost Marshal General

SA

Secretary of the Army

SESM

Special Events Security Manager

SMA

Sergeant Major of the Army

SSD-AT/FP

Headquarters Army Security and Safety Directorate, Antiterrorism/Force Protection Branch

SSA

Staff Support Agency

TDY

Temporary duty

USA

Under Secretary of the Army

VCSA

Vice Chief of Staff of the Army

Section II**Terms****Approval authority**

Approval authority for conferences held by HQDA activities is the AASA.

Conference

For purposes of this memorandum, an HQDA-sponsored (or co-sponsored) official symposium, retreat, meeting, seminar, workshop, assembly, or training activity conducted at a facility other than the normal place of duty, of at least 4 hours duration, and intended to resolve issues or exchange information; and meets any one of the following criteria: includes 25 or more participants; includes 10 or more Presidential appointees, general officers, senior executive personnel, or equivalents; costs exceed \$35,000.00 (see conference costs); or involves actual TDY expenses rather than the per diem for that locality. This definition does not apply to regularly scheduled courses of instruction conducted at a Government or commercial training facility, or to an intraoffice meeting held away from the duty station, but within the NCR, where time away from the duty station will be fewer than 3 business days, the total cost is less than \$35,000, and the meeting is held for the purpose of strategic planning, reengineering/restructuring, business transformation, or conducting other internal organization business projects.

Conference costs

All costs attributed to holding the conference, including the cost of security (which may include travel and per diem costs for security support provided by either the security office or CID to conduct the security assessments for conference locations outside the NCR); related travel expenses (for example, transportation and per diem); facility and support costs; speakers' fees; administration costs, including costs that may be borne by other Federal and non-Federal Government or non-governmental entities as permitted by law and regulation.

Conference proponent

The organization or activity sponsoring the conference.

Force Protection Condition (FPCON)

The military services' standardized identification system of terrorist threats against U.S. personnel and facilities.

Lodging Success Program

The Lodging Success Program providing contract commercial lodging accommodations to support LSP travelers, DOD employees, or U.S. Government Agency employees assigned on temporary duty to several geographical areas. (See www.ArmyMWR.com.)

Reviewing official

The principal official, GS-15/O-6 or higher, from the conference proponent

Security office

The offices of the PMG and the SSD-AT/FP are the security offices for purposes of this memorandum (see paragraphs 4*d*, and *e*, which discuss which office applies to a particular conference proponent).

Threat assessment or criminal activity threat assessment

The process of analyzing possible threats by continually compiling and examining all available information concerning potential criminal threats, foreign intelligence services threats, medical threats, dissident activity, and terrorist activities by terrorist groups that could target a facility, including the review of factors for the presence of a terrorist group and its operational capability, activity, intentions, and operating environment; the development of an evaluation of a potential terrorist threat; and the product of the threat analysis for a particular unit, installation, or activity.

Vulnerability assessment

The process through which a determination is made regarding the susceptibility to an attack. This includes assessing the vulnerability of the location/venue hosting the conference and encompasses a threat analysis of the broad range of physical threats to the security of personnel and facilities, which provide a basis for determining countermeasures to protect personnel and assets from criminal threats.

Section III


Special Abbreviations and Terms

This section contains no entries.

By Order of the Secretary of the Army:

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Secretary of the Army

Distribution:

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