Administration

Attendance of Military and Civilian Personnel at Private Organization Meetings

Headquarters
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Title and Subtitle
Administration: Attendance of Military and Civilian Personnel at Private Organization Meetings

Abstract
SUMMARY of CHANGE

AR 1-211
Attendance of Military and Civilian Personnel at Private Organization Meetings

This is a transitional reprint of this publication which places it in the new UPDATE format. Any previously published permanent numbered changes have been incorporated into the text.
History. This UPDATE issue is a reprint of the original form of this regulation that was published on 1 December 1983. Since that time, no changes have been issued to amend the original.

Summary. This revision restricts the authorization of registration and admittance fees to those meetings where fees are in line with actual costs incurred by the organization sponsoring the meeting and prohibits acceptance of speaking engagements for meetings where attendance fees for Government employees do not meet this criterion. Additionally, this revision implements new travel control policies initiated by the Secretary of Defense.

Applicability. This regulation applies to DA civilian, Active Army, and US Army Reserve personnel. It also applies to Army National Guard personnel serving in an active Federal status.

Proponent and exception authority. Not applicable

Army management control process. Not applicable

Supplementation. Supplementation of this regulation is prohibited unless prior approval is obtained from HQDA EPS–T, ALEX VA 22331.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is the US Army Military Personnel Center. Users are invited to send comments and suggested improvements on DA Form 2028(Recommended Changes to EPS–T), ALEX VA 22331.

Distribution. Active Army—A; USAR and ARNG—D.

Contents (Listed by paragraph and page number)
Purpose • 1, page 1
References • 2, page 1
Explanation of abbreviations and terms • 3, page 1
Attendance • 4, page 1
Minimize Government expense • 5, page 1
Meetings overseas • 6, page 1
Rules for official meetings, conferences, or training sessions • 7, page 1
Authorized expenditures • 8, page 2

Appendix A. References, page 3

Table List

Table 1: Request for authority to attend meetings at private or professional organizations, page 2
1. Purpose
Together with the Joint Travel Regulations and AR 690–400 this regulation governs attendance at Government expense at meetings of technical, scientific, professional, or similar organizations for purposes of continuing education, training, and professional development.

a. Heads of HQDA agencies and field commanders may use this regulation as a guide in preparing agency and command guidance for attendance at private organization meetings.
b. Nothing in this regulation is to be interpreted as precluding a person from attendance in an ordinary leave status at his or her own expense.

2. References
Required and related publications are listed at appendix A.

3. Explanation of abbreviations and terms
Abbreviations and special terms used in this regulation are explained as follows:

a. Abbreviations.
   (1) CONUS—continental United States
   (2) OCONUS—outside continental United States
   (3) TDY—temporary duty

b. Terms.
   (1) Benefit to accomplish the mission. Effected improvement in the attendee’s ability to contribute to his or her organization’s mission through increased professional knowledge or skill, or through knowledge gained and imparted to other members not attending.
   (3) Meeting. A conference, seminar, symposium, convention, congress, panel, or other gathering sponsored by a private organization at which technical, scientific, or professional information is disseminated or discussed.
   (4) Permissive TDY. A period of authorized absence, not chargeable as leave, by which a member is excused from official duties to participate at the individual’s expense. The absence is for personal reasons in a quasi-official activity or function and by which the Army will benefit.

5. Minimize Government expense

a. When attendance is appropriate under paragraph 4, Government expense will be minimized by designating as attendees those members qualified to accomplish the purpose of the meeting and located nearest to the meeting site. The number of attendees authorized at Government expense will be limited to the minimum necessary to acquire and relate the information from the meeting to other members of their organization.

b. Government expense will be kept to a minimum by using the least costly transportation. (See AR 41 and AR 608–11.) All commercial air travel will be in coach class unless exceptional circumstances dictate otherwise. (See the Joint Travel Regulations, para 1c, for civilians and para M2001–1b, for military.) When traveling overseas on official business, three-star and four-star generals are authorized to travel via clipper class or businessman’s class. Only the Secretary of the Army may authorize first-class travel.

6. Meetings overseas

Particular attention will be given to meetings held overseas. Attendance at overseas meetings by members stationed in the United States will be kept to a minimum. All requests will be in accordance with the guidelines outlined in paragraphs 4 and 5. Participation by an overseas member in CONUS meetings will similarly be reviewed.

7. Rules for official meetings, conferences, or training sessions

a. Official meetings, conferences, or training sessions will not—
   (1) Be scheduled to accommodate or benefit a private organization.

   (2) Circumvent the requirements of this regulation. (See AR 600–50, chap 2.)

   (3) Exclude persons from its membership for reasons of race, creed, color, sex, or national origin. (See AR 360–61.)

b. If there is any doubt about an invitation or about the nature of
a commercially sponsored event, addressees should get more information from an appropriate public affairs office, which will get guidance from the Chief of Public Affairs, Department of the Army.

8. Authorized expenditures
   a. When attendance at Government expense is approved and the meeting is specifically recognized in the travel order, authorized expenditures may include transportation, per diem, miscellaneous expenses, and any registration or admittance fee. These expenditures are subject to certain monetary restrictions detailed in AR 106, AR 310–10 (note 3 to format 400 and item 9 of table 2–1), and the Joint Travel Regulations. Attendance fees for all attendees must meet the criteria established by 37 USC 412, 5 USC 5946, and the Joint Travel Regulations. Speaking engagements will not be accepted if criteria are not met. Cost to Government and non-Government attendees must be in line with actual costs incurred by the sponsor of the meeting.
   b. Attendee and traveler should be aware that there are reimbursable and nonreimbursable registration fees and that all registration and admittance fees may not be reimbursable. Reimbursement for such fees will be determined by the orders issuing authority and the supporting finance office in 106, AR 360–61, and the Joint Travel Regulations.

Table 1
Request for authority to attend meetings at private or professional organizations

<table>
<thead>
<tr>
<th>Rule</th>
<th>If the meeting—</th>
<th>Then the individual may—</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>is of direct and substantial benefit to the approving authority and to the Department of Defense and Government funds are available</td>
<td>be authorized travel expenses and per diem and permitted to attend in a TDY status.</td>
<td>See note 1.</td>
</tr>
<tr>
<td>2</td>
<td>is of a quasi-official nature and the approving authority will receive some benefit from attendance which is not direct or substantial</td>
<td>be authorized attendance in a permissive TDY status without payment of travel expenses, per diem, or other reimbursable entitlements.</td>
<td>See notes 2, 3, 4, and 5.</td>
</tr>
<tr>
<td>3</td>
<td>is of marginal or no benefit to the approving authority</td>
<td>be authorized ordinary leave and incur all expenses connected with travel.</td>
<td>See note 6.</td>
</tr>
</tbody>
</table>

Notes:

1. Required to accomplish the approving authority’s mission. Attendance will benefit the approving authority more than the individual.
2. A quasi-official meeting is defined as one where attendance may be beneficial in the normal performance of official duties but is not required to accomplish the approving authority’s mission.
3. Such meetings must directly relate to the member’s professional background or primary duties and improve his or her value to the Army.
4. It must be recognized that there are hidden costs associated with this category of travel, i.e., the cost of regular salary and the loss of time that would have been spent by employees on accomplishing specific program assignments.
5. Decisions under this rule must be guided by strict adherence to professional and personal ethics.
6. Principal benefit accrues to the individual for the purpose of personal interest or professional accreditation not directly connected with performance of duty.
Appendix A
References

Section I
Required Publications

AR 37–106
(Finance and Accounting for Installations: Travel and Transportation

AR 59–41
(Use of Less Costly Air Transportation). Cited in paragraph 5.

AR 310–10
(Military Orders). Cited in paragraph 8.

AR 360–61
(Community Relations). Cited in paragraphs 4, 7, and 8.

AR 600–50
(Standards of Conduct for Department of the Army Personnel).
Cited in paragraph 7.

AR 608–11
(Eligibility for Reduced Cost Commercial Air Fare for Unofficial
Travel). Cited in paragraph 5.

AR 690–400
(Employee Performance and Utilization). Cited in paragraph 1.

Joint Travel Regulations. Cited in paragraphs 1, 5, and 8.

Section II
Related Publications
A related publication is merely a source of additional information.
The user does not have to read it to understand this regulation.

AR 1–40
(Clearance Requirements and Procedures for Official Temporary
Duty Travel Outside Continental United States)

AR 40–67
(AMEDD Continuing Health Education (CHE) Program and
Professional Specialty Recognition of AMEDD Personnel)

AR 55–6
(Policies and Procedures for Obtaining Passenger Reservations for
DOD International Air Travel) (Single Passenger Res
AR 140–1
(Mission Organization and Training)

AR 360–5
(Public Information)

AR 630–5
(Leave, Passes, Permissive Temporary Duty, and Public Holidays)

AR 670–1
(Wear and Appearance of Army Uniforms and Insignia)

DOD 4515
(Air Transportation Eligibility)

Section III
Prescribed Forms
This section contains no entries.

Section IV
Referenced Forms
This section contains no entries.