



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3926

SFIM-HR

MAR 25 2004

MEMORANDUM FOR US Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency Policy Memorandum #15, IMA Conferences and Meetings

1. REFERENCES.

- a. Memorandum, HQDA, AASA, 14 Mar 90, subject: HQDA Memo 1-17, Headquarters, Department of the Army Conferences, Symposia, Seminars, and Meetings.
- b. JTR, Vol. 2, Chap. 4, Part S: Conferences, C4950 F and JFTR Vol 1, Chap 2, Part G: Conferences, U2550 F.
- c. 41 C.F.R. Parts 301-11 and 301-74, Conference Planning.

2. PURPOSE. To provide guidance to US Army Installation Management Agency (IMA) personnel on the policy for IMA meetings and conferences. This memorandum provides implementing IMA policy and guidance, reference above. Alternate methods of accomplishing collaborative work and reducing redundancy of effort must be considered when planning IMA conferences. The purpose, applicability, policy and proponent responsibilities for IMA meetings and conferences are included in this memorandum.

3. APPLICABILITY. These procedures are applicable to military, civilian, and/or contract personnel assigned to and/or under the operational control of IMA. This guidance also applies to supporting activities planning IMA funded conferences and/or travel of IMA employees attending events sponsored outside IMA. IMA HQs, Region Directors, and Garrison Commanders will disseminate this guidance to IMA personnel, as needed. This policy cannot be further delegated.

4. POLICY. A conference is a meeting, retreat, seminar, symposium, workshop or other event that requires IMA attendees to travel at least 50 miles from their duty station in an authorized travel status. IMA hosted conferences are those initiated by or coordinated for an activity in HQ IMA or Region. IMA hosted conferences will be limited to no more than two per year in any of the approved Army Baseline Service areas, (i.e., Military Personnel, Installation TDA Management, etc.) unless convincing reasons are included in requests that support an exception by the Director, Installation Management Agency. Attendance at IMA hosted conferences is required unless a compelling operational reason prevents it. Conferences will be held on Army or Government installations.

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Commercial facilities are used only when they can be proven more cost effective or the number of attendees cannot be accommodated on Army or Government installations. A General Officer or SES must approve use of non-government facilities. The IMA HQ Chief of Staff will coordinate approval of conferences on behalf of the Director, IMA. The appropriate Region Director, IMA HQ functional proponent or Garrison Commander may approve attendance at conferences sponsored by agencies/organizations outside IMA, when the provisions of para 4(a)(1) are not invoked. Attendance at formal training at conferences sponsored by agencies/organizations outside IMA must be approved by the appropriate Region Director or IMA HQ functional proponent. Training to obtain professional certifications is exempt from this policy. This memo does not govern conferences scheduled exclusively for training purposes if held as part of a DA or DOD-recognized training program of instruction or to obtain professional certifications, scheduled through an official HQDA training office.

a. A request for approval of a conference by the Director, IMA is required when the majority of attendees at IMA conferences will be in an official travel status or any of the four HQDA conference criteria apply. The Installation Management Agency (IMA) is a Field Operating Agency (FOA) of Headquarters, Department of the Army, and as such, the HQDA conference criteria below are applicable to IMA conferences. The Director, IMA, may approve conferences that do not meet at least one of the four criteria below. A request for approval must be initiated through IMA command channels to HQDA when any one of the four criteria apply. Region Directors (region conferences) and IMA HQ Functional Proponents (HQ conferences) must recommend approval of the conference and provide justification for their decision when approval is requested by Director, IMA. The Region Director may approve a region-level conference when the HQDA conference criteria below does not apply. HQDA conference criteria:

- (1) The conference includes 25 or more DA participants.
- (2) The conference includes 15 or more Presidential appointees, general officers (GOs), Senior Executive Service (SES) personnel or equivalents.
- (3) The conference's estimated costs exceed \$7,500 for facility & travel.
- (4) The conference is planned for a location that is normally associated with being a tourists' vacation destination or resort.

b. An example of a memo that can be sent directly to the Director, IMA; or through the Director, IMA to HQDA is enclosed. IMA HQ will attempt to approve conferences in less than 30 days, however, sufficient planning time must be included to accomplish approval at least 60 days in advance of the conference. If HQDA approval is

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necessary, a 90-day advance notice is required by HQDA. Rationale must be included when requests for approval are made less than 60 days in advance.

c. Meeting planners must ensure coordination of Region Directors (region conferences) or appropriate IMA HQ functional proponents (HQ conferences) before forwarding. Region Directors or IMA HQ functional proponents must recommend approval of the conference and provide rationale for their decision. Succinctly state why holding the conference will add value to IMA's goals and objectives as an agency.

d. The use of video, email, message, VTC, telephone conference, online meetings and other electronic alternatives to onsite conferences must be fully considered and used before conferences are planned.

e. Identical conferences that occur more than once per year may be included in one request if the plan includes the same scope and cost. A limit of one year of advance approvals of multiple, identical conferences may be requested.

5. PROCEDURES. The request for approval of conference must be forwarded through the appropriate chain of command (IMA Region or IMA HQ conference) to the Chief of Staff, Installation Management Agency (IMA), ATTN: SFIM-ZC, Room 12194, Taylor Bldg., 2511 Jefferson Davis Highway, Arlington, VA 22202-3926.

a. A region functional conference will be formally coordinated with the IMA HQ functional proponent. Conferences that require approval by HQDA must be sent through the above address to the Administrative Assistant to the Secretary of Army. All requests must contain the information included in the enclosure to this memorandum.

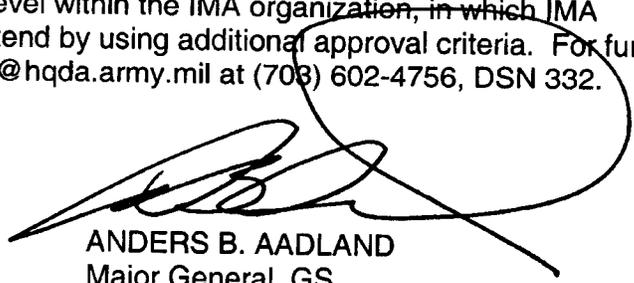
b. The Garrison Commanders' Conference (GCC) and the International City/County Management Association Conference (ICMA) are exceptions to the provisions of this policy. A request will be coordinated by the IMA HQ Plans Division Functional Proponent for these conferences for all IMA attendees, in a centralized request. Other exceptions to this policy must be approved by the Director, IMA. An addendum will be developed of function or mission related conferences that have exception.

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6. RESPONSIBILITY. The Human Resources Division, IMA is the proponent for this implementing policy and guidance. The Director, IMA may approve or disapprove meetings or conferences, at any level within the IMA organization, in which IMA employees either participate or attend by using additional approval criteria. For further information, contact Roxann.Dent@hqda.army.mil at (708) 602-4756, DSN 332.

Encl
Sample Request for Conference

A handwritten signature in black ink, appearing to read 'A. Aadland', is written over a circular stamp or seal. The signature is fluid and cursive.

ANDERS B. AADLAND
Major General, GS
Director

SAMPLE REQUEST

MEMORANDUM THRU IMA CHIEF OF STAFF

FOR DIRECTOR, INSTALLATION MANAGEMENT AGENCY

[Note: or Thru Director of Installation Management to AASA or DAS as needed—
see DA Memo 1-17 for correct format]

SUBJECT: Request Approval of IMA Conference Scheduled for XXXX XX, 200X

1. Request approval of a conference for the Department of the Army, Installation Management Agency, XXXXXXXXXXXX Division to host the Human Resources Conference scheduled for July 7-12, 2004, in Arlington, VA. In support of this request, information is provided in the format described in DA Memo 1-17.

a. Title. Human Resources Conference.

b. Purpose/Objective: The IMA Human Resources community has undergone significant changes since the creation of the Installation Management Agency. Based on the new direction of the National Security Personnel System, it is imperative to disseminate information to meet IMA's mission.

c. Classification. Only Unclassified information will be presented.

d. Timeframe. Sunday (travel day), Monday, Tuesday, Wednesday, Thursday, Friday (travel day), July 7-12, 2004.

e. Anticipated Attendees. Members of the U.S. Army Installation Human Resources program in grade GS-15 and above, totaling 7, will attend. See enclosed roster for proposed representation.

f. Location. The HRD Conference will take place at the Taylor Building in Arlington, VA, with accommodations at nearby hotels.

g. Traveling Attendees. We currently estimate approximately 7 attendees will travel via commercial aircraft at government rates.

h. Cost Analysis. Considerable savings apply since the Taylor Building does not charge for conference rooms. The HR Conference will not incur costs for audio-visual equipment or copier facilities.

i. Benefits and Justification. The HR Conference, hosted by the Director of Human Resources, IMA HQ, will allow the full dissemination of new initiatives, and resolve many IMA-wide HRD issues with regard to HR policy.

Sample Request for Approval of Conference

Encl

j. Total Estimated Cost (including support requirements). \$6,405. TDY estimates per person are \$915. (includes per diem (\$83. x 5 days = 415) and travel expense (500.) x 7 travelers.

k. Rejected Alternatives (Rationale for non-use of alternative such as teleconference or other electronic media). A previous teleconference was attempted on January 1, 2004 and considerable confusion resulted in the new software and requirements. A hands-on approach is desirable. Workshops will work best on-site.

l. Force Protection. All required force protection support is available.

m. Foreign Attendees. There are no foreign attendees anticipated.

n. Region Director (Region conference) or HQ IMA Functional Proponent (HQ conference) Endorsement/Approval Authority:

Name, Signature, Address, Email & Phone Number

Date

2. The point of contact for this event is Ms. Roxann Dent, Human Resources Division, Chief, Integration Branch, SFIM-HR, 703-602-4756.

Encl

LARRY J. OLSON
Chief, Human Resources Division

Director, IMA Approved: _____

Director, IMA Disapproved: _____

List of Attendees

	Name of Attendees	Grade	Location
1	P. Smith	GS-15	NWRO
2	D. Davis	GS-15	SWRO
3	D. Crayton	GS-15	SERO
4	M. Smith	GS-15	NERO
5	K. Nicholson	GS-15	PARO
6	R. Masters	GS-15	EURO
7	D. Miller	GS-15	KORO

Sample Request for Approval of Conference

Encl