



UNITED STATES SPECIAL OPERATIONS COMMAND  
OFFICE OF THE CHIEF OF STAFF  
7701 TAMPA POINT BLVD.  
MACDILL AIR FORCE BASE, FLORIDA 33621-5323

NOV 01 2011

POLICY MEMORANDUM 11-32

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Special Operations Conferences, Symposia, Seminars, and Similar Meetings

1. Purpose. This policy memorandum (PM) establishes procedures for processing and approving conferences and provides guidance to mitigate the risk of inappropriate spending with regard to such conferences.

2. References.

a. Executive Order 13576, *Delivering an Efficient, Effective, and Accountable Government*, 13 June 2011.

b. Memorandum, Office of Management and Budget, *Eliminating Excess Conference Spending and Promoting Efficiency in Government*, 21 September 2011.

c. Memorandum, Secretary of Defense, *Considerations of Costs in Department of Defense (DOD) Decision-Making*, 27 December 2010.

d. Cost Guidance Group, Department of Defense (DOD), *Cost of Hosting an Event Guidance Document*, 16 September 2011.

e. Joint Travel Regulation/Joint Federal Travel Regulation (JTR/JFTR), Appendix R, *Conferences*.

3. Applicability.

a. This PM applies to Headquarters, U.S. Special Operations Command (HQ USSOCOM), U.S. Army Special Operations Command (USASOC), Naval Special Warfare Command (NAVSPECWARCOM), Air Force Special Operations Command (AFSOC), U.S. Marine Corps Forces Special Operations Command (MARSOC), Joint Special Operations Command (JSOC), and Joint Special Operations University (JSOU).

b. The guidance and requirements in this PM are applicable to all Major Force Program-11 (MFP-11) funded conferences that have not been approved as of the date of this PM.

c. This PM remains in effect until rescinded or expressly superseded.

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f. **Funding.** All funding plans for conferences will be clearly stated in the conference proposal documentation and approved by the approval authority before the obligation of funds.

g. **Security.** Conference proponents and planners will comply with all applicable security and force protection requirements.

h. **Travel.** Conference proponents, planners, and attendees will comply with the JTR/JFTR.

i. **Co-Sponsorship.** Co-sponsorship of conferences must comply with the DOD 5500.7-R (the Joint Ethics Regulation) section 3-206. Conference proponents and planners who are contemplating co-sponsorship of a conference will coordinate with the appropriate ethics advisor as early in the planning process as possible.

j. **Honoraria.** Honoraria and fees for speakers are limited. Conference proponents and planners will comply with the DOD Financial Management Regulation, Vol. 10, Chap. 12, para. 1208, concerning the payment of honoraria and guest speakers' fees.

k. **After-Conference Report.** Within 2 weeks after the conference has been held, the conference proponent will forward to the approval authority an after-conference report. This report will include, at a minimum, the actual number of attendees, a detailed account of all costs actually expended for the conference, including the costs associated with a conference coordinator, if applicable, and if conference fees are collected from conference attendees, the amount collected.

**5. Conference Proposals.** Conference proposals submitted for approval will comply with the following requirements. Proposals that do not comply with these requirements will be returned without action.

a. **Content.** Conference proponents and planners will include, at a minimum, the following in all conference proposals that are submitted for approval:

(1) A fully documented, detailed, and credible cost-analysis, as generated using the tools referred to in paragraph 4c(2) above.

(2) A statement that the conference objective cannot be satisfactorily accomplished less expensively by correspondence, teleconferencing, Web-based communications, or other appropriate means.

(3) Funding plans.

(4) If the conference is to be held at a commercial facility, a detailed and credible justification for not using Government-owned or Government-provided conference facilities. The justification must include a cost comparison of at least three alternative commercial sites.

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ENCLOSURE 1

SAMPLE REQUEST TO SPONSOR OR HOST A CONFERENCE

MEMORANDUM THRU (as applicable; must include servicing legal advisor at a minimum)

FOR (Approval Authority)

SUBJECT: Request Approval to [sponsor] [host] the [name and dates of proposed event]

1. **Event.** Include the name, date, proposed location of the conference.
2. **Purpose and Justification.** State the objective of the conference and specifically how it supports the unit mission. Include reference to any applicable regulations or directives.
3. **Cost-Benefit Analysis.** Explain the benefits of holding the conference. Explain why lower cost alternatives, including correspondence, teleconferencing, Web-based communications or other means are not feasible.
4. **Analysis for Location Selection.** The first choice for conference locations will be U.S. military or other government installations. Clearly state the basis for selection of location. If commercial facilities are used, clearly demonstrate how they are more economical or how government facilities are unavailable. If the conference is to be held at a commercial facility, the justification must include a cost comparison of at least three alternative commercial sites (including actual costs of using the facility, the cost of travel, and the per diem for the location area).
5. **Attendees.** Attendance should be limited to the minimum number necessary to accomplish the object of the conference. Explain how attendees were chosen and what measures were used to ensure the minimum number of attendees. Provide the number of military, DOD civilians, contractors, foreign government officials, and other (explain) attendees. Provide the estimated percentages of local and non-local attendees. Provide the number of spouses expected to travel at government expense (additional approval required.) Provide the names of any GO/FO/SES or equivalent expected to make presentations or attend.
6. **Security/Force Protection.** Affirm that the necessary security assessment, including threat and vulnerability assessments have been accomplished. Provide contact information for the security office handling the conference.

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- Standard supplies [nametags, pens, paper, folders, etc].
- Security costs, if applicable.
- Costs of conference planner or coordinator, if applicable [detail services provided].
- Planning costs [estimated personnel costs associated with planning, coordinating, and executing the conference, including the costs of sites visits].
- Grand Total:

12. Point of Contact. Provide organization contact information--name, phone number, and email address.

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