



SECRETARY OF THE AIR FORCE
WASHINGTON

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MEMORANDUM FOR ALMAJCOM-FOA-DRU/CC
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SUBJECT: Air Force Conference Policy Update

References: (a) OSD DCMO Memo, "*Implementation of Conference Oversight Requirements*," November 6, 2013
(b) *Department of Defense Conference Guidance*, Version 2.0, November 6, 2013
(c) Public Law Number 113-6 (P.L. 113-6), "*Consolidated and Further Continuing Appropriations Act, 2013*"
(d) AF/CV Memo, "*FY14 Spending Control Actions to Mitigate Budget Reduction Impacts*," September 25, 2013
(e) SecAF Memo, "*Air Force Conference Policy Update*," December 12, 2012
(f) OMB Memorandum, "*Promoting Efficient Spending to Support Agency Operations*," May 12, 2012

By memorandum dated November 6, 2013, entitled "*Implementation of Conference Oversight Requirements*" (Reference A), the Deputy Chief Management Officer (DCMO), Office of the Secretary of Defense (OSD), issued Department of Defense (DoD) Conference Guidance, Version 2.0. This guidance implements the requirements of P.L. 113-6, "*Consolidated and Further Continuing Appropriations Act, 2013*," which Congress passed in March 2013 which imposes new requirements in the existing conference oversight process. This guidance also incorporates lessons learned from the implementation of the May 11, 2012, Office of Management and Budget Memorandum, "*Promoting Efficient Spending to Support Agency Operations*." The memorandum also provides greater authority to delegate conference approval and includes a new tiered concept.

In accordance with the OSD DCMO memorandum, I hereby delegate the authority to approve the following conference-related activities:

The Under Secretary of the Air Force (USecAF) will serve as approval authority for the following:

- All conferences for which the total combined Air Force-wide costs of the conference are expected to exceed \$500,000.
- All conferences hosted by a non-DoD entity where the total combined Air Force-wide costs of attendance are expected to exceed \$100,000.

- Note: The Administrative Assistant to the Secretary of the Air Force (SAF/AA) is the gatekeeper for packages requiring USecAF approval. Requests must be received by SAF/AA no later than 60 days in advance of the first day of the event.

The personnel occupying the positions listed in Attachment will serve as approval authority for the following:

- Hosting of conferences by their command, organization or a sub-organization for which the total combined Air Force-wide cost of the conference (to include costs of travel and attendance by Air Force personnel from other commands or organizations) is not expected to exceed \$100,000.
- Attendance at conferences hosted by a non-DoD entity where the total combined Air Force-wide cost of attendance is not expected to exceed \$20,000.
- Note: MAJCOM focal points should coordinate across the Air Force when they are reviewing/staffing packages seeking approval of holding or participating in an event likely to involve multiple Air Force organizations.
- Note: Air National Guard events will be worked through National Guard Bureau.
- Note: This authority is not further re-delegable.

SAF/AA will serve as approval authority for the following:

- Requests from Headquarters Air Force individuals, offices, DRUs or organizations to host conferences for which the total combined Air Force-wide cost of the conference is not expected to exceed \$500,000.
- Requests from Headquarters Air Force individuals, offices or organizations to attend conferences hosted by a non-DoD entity where the total combined Air Force-wide cost of attendance is not expected to exceed \$100,000.
- MAJCOM requests for attendance at conferences hosted by a non-DoD entity where the total combined Air Force-wide cost of attendance is between \$20,000 and \$100,000.
- All co-sponsorship agreements and events co-sponsored by the Air Force.
- Note: Requests must be received by SAF/AA no later than 60 days in advance of the first day of the event for AF/DoD hosted events and no later than 30 days in advance of the first day of non-DoD entity hosted events

Certain functional communities require specialized training and/or credentialing some of which is only available through non-DoD entity-hosted conferences. Given the importance and volume of these events, The Air Force Chief of Chaplains, The Air Force Surgeon General and the Commander, Air Force Research Lab, are delegated approval authority for:

- Attendance by personnel in their respective functional community at conferences hosted by a non-DoD entity where the total combined Air Force-wide cost of attendance is not expected to exceed \$20,000.
- These offices are also responsible for compiling functional requests that exceed \$20,000 and submitting to SAF/AA for approval IAW this memorandum.
- Additionally, these offices will establish an internal review process for conferences for which they serve as approval authority and a mechanism to determine attendance/cost for

Air Force-wide participation in these events. The internal review process must include legal reviews and compliance with OSD reporting for annual and on-going reporting as outlined in the DCMO guidance dated November 6, 2013. SAF/AA will be the entry point for all AF submissions to the DoD conference tool; after-action reports must be submitted to SAF/AA within 15 days of the event to ensure the Air Force meets DoD reporting timelines.

- Note: This authority is not further re-delegable.

No Air Force funds may be expended on conference planning, participation or travel until proper approval is obtained.

All personnel delegated approval authority in this memorandum, or any subsequent conference-related delegation memoranda signed by the SecAF or USecAF will ensure compliance with the DoD and Air Force Conference Guidance. Organizers and travel approval authorities at all levels are charged with continuing good stewardship of taxpayer funds as well as appropriate use of Airmen's time. Also, when considering conferences keep in mind, the general proposition that, Airmen should not have to pay to hear other Airmen speak.

SAF/AA will develop and issue mandatory AF-wide business rules, be the gatekeeper for packages requiring USecAF approval, and coordinate data calls as requested by DoD. An annual review of all AF approved conferences will be conducted first quarter following end of fiscal year.

The list of activities exempt from DoD Conference Guidance has been expanded. Approval of exemptions may be accomplished by the authorities listed in Attachment, will be memorialized in writing, will include the specific rationale and supporting factors, and will include legal office coordination. A copy of exemption determinations must be provided to SAF/AA. By way of clarification, events entirely funded with foreign military sales (FMS) funds and State Department funded program reviews and workshops are not considered conferences unless Air Force appropriated funds are used to defray any portion of the cost of hosting or attendance.

All questions regarding the interpretation or application of the policies and procedures in the OSD DCMO memorandum as well as recommendations regarding improvements in conference approval processing or oversight should be referred to SAF/AA.


Eric K. Fanning
Acting Secretary of the Air Force

Attachment
List of approved delegated positions

ATTACHMENT

Commander and Vice Commander, Air Combat Command
Commander and Vice Commander, Air Education and Training Command
Commander and Vice Commander, Air Force Global Strike Command
Commander and Vice Commander, Air Force Materiel Command
Commander and Vice Commander, Air Force Reserve Command
Commander and Vice Commander, Air Force Special Operations Command
Commander and Vice Commander, Air Force Space Command
Commander and Vice Commander, Air Mobility Command
Commander and Vice Commander, Pacific Air Forces
Commander and Vice Commander, United States Air Forces in Europe
Superintendent, United States Air Force Academy