

Administration

# **Attendance of Military and Civilian Personnel at Private Organization Meetings**

Headquarters  
Department of the Army  
Washington, DC  
1 December 1983

**Unclassified**

# ***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.

Effective 1 January 1984

Administration

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Attendance of Military and Civilian Personnel at Private Organization Meetings

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By Order of the Secretary of the Army:

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Official:

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**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 Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.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.

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\*This regulation supersedes AR 1–211, 1 September 1978.

**RESERVED**

## 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.

(2) *Government expense.* Any expenditure of Government travel funds.

(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) *Private organization.* A technical, scientific, professional, or similar association, society, institution, or other group that is not an agency of Federal, State, or local governments, departments, or activities.

## 4. Attendance

Attendance at meetings at Government expense will be authorized only when information gained will substantially benefit the approving authority's mission. (See AR 360–61, chap 4, for speaking engagements.) The approval process should be in accordance with the following guidance:

*a.* Speaker or participant support and attendance should not selectively benefit or favor any individual, corporation, political organization, or commercial venture. Also, the event should be of a general benefit to the whole community.

*b.* To assure that an invitation to speak is in line with Department of the Army policy, it should be evaluated to insure that—

(1) It benefits the Army.

(2) Fees charged to those attending are in line with actual costs.

(3) Only a limited number of defense participants will appear on the same program.

(4) The event provides the best way to spread the defense information.

*c.* All Department of the Army participants must observe rules on safeguarding the Army's procurement, technological, and classified information.

*d.* When attendance at a meeting does not satisfy the requirements of *a* through *c* above, the approving authority may authorize attendance in permissive TDY status. Consideration will be given to the criteria in paragraph 5*a*. Attendance at the meeting will—

(1) Benefit mission accomplishment.

(2) Relate directly to the member's professional background or primary duties.

(3) Improve his or her value to the Army.

*e.* Table 1 is provided to facilitate the decisionmaking process.

*f.* Attendance of AMEDD personnel at such meetings is governed by a separate regulation.

*g.* Approving officials.

(1) *For travel outside CONUS.*

*(a)* *From CONUS to overseas.* Commanders of major Army commands and heads of HQDA agencies. (This authority may not be delegated.)

*(b)* *From overseas to CONUS.* OCONUS commanders of major Army commands. (This authority may not be delegated.)

*(c)* *Between major overseas commands.* OCONUS commanders of major Army commands. (This authority may not be delegated.)

*(d)* *Within major overseas commands.* OCONUS commanders of major Army commands. This authority may be delegated to military personnel in grade of colonel or higher and to civilian supervisors in grade GM–15 or higher who are incumbents of specific positions (e.g., installation/community commanders and heads of staff activities).

(2) *For travel within CONUS.*

*(a)* Commanders of major Army commands and heads of HQDA agencies.

*(b)* Commanding General, US Army Recruiting Command.

*(c)* Superintendent, United States Military Academy, for staff and faculty.

*(d)* Commandant, US Army War College, for staff and faculty.

*(e)* Authority may be delegated by officials in *(a)* through *(d)* above to military personnel in the grade of colonel or higher and to civilian supervisors in grade GM–15 or higher who are incumbents of specific positions (e.g., installation/community commanders and heads of staff activities).

(3) For approving officials in the US Army Reserve, see AR 140–1.

## 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 1*c*, for civilians and para M2001–1*b*, 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**

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

Notes:

<sup>1</sup>Required to accomplish the approving authority's mission. Attendance will benefit the approving authority more than the individual.

<sup>2</sup>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.

<sup>3</sup>Such meetings must directly relate to the member's professional background or primary duties and improve his or her value to the Army.

<sup>4</sup>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.

<sup>5</sup>Decisions under this rule must be guided by strict adherence to professional and personal ethics.

<sup>6</sup>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 Allowances). Cited in paragraph 8.

#### **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.

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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.

**Unclassified**

**PIN 000231-000**



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PIN: 000231-000

DATE: 11-12-98

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PAGES SET: 7

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DATA FILE: n213.fil

DOCUMENT: AR 1-211

DOC STATUS: NEW PUBLICATION