



# Defense Logistics Agency **INSTRUCTION**

DLAI 7600.01  
Effective May 28, 2015

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DC

SUBJECT: Defense Logistics Agency (DLA) Conference Approval Process.

References: Refer to [Enclosure 1](#).

1. PURPOSE. This Instruction establishes policy and controls, assigns responsibilities, and prescribes procedures for preparing, processing, and approving requests for attending non-Department of Defense (DoD) conferences, and hosting DoD conferences in accordance with (IAW) DoD Conference Guidance (Reference (a)).

2. APPLICABILITY. This Instruction applies to all DLA activities.

3. DEFINITIONS. Refer to Glossary.

4. POLICY. It is DLA policy that:

a. DLA Headquarters (DLAHQ) approves all conferences IAW References (a) through (p). Subsequent guidance required for DoD/DLA travel identified but not limited to those listed in Enclosure 1 governs this process.

b. DLA shall adhere to the Defense Travel Management Office (DTMO) categorization that all associated costs of attending a conference are travel costs. This includes registration fees for non-training conferences. Therefore, this clarifies Directive-Type Memorandum (DTM) 13-001, Government Purchase Card (GPC) (Reference (b)), with regard to payment of conference fees and approval procedures for non-training conferences.

c. DLAHQ evaluates all expenses to ensure appropriate emphasis to minimize cost to the U.S. taxpayer is exercised to the extent practicable. The potential benefit the event brings to DLA should exceed the conference cost.

5. RESPONSIBILITIES. See [Enclosure 2](#).

6. PROCEDURES. See [Enclosure 3](#).

7. INFORMATION REQUIREMENT. DLA Activities must provide a completed Cost Assessment & Program Evaluations (CAPE) cost estimate sheet showing accurate and comprehensive associated resource cost requirements. See [Enclosure 3, Appendix 1 and 2](#) for CAPE submission and actual cost reporting instructions.

8. INTERNAL CONTROLS. See Enclosure 3.

9. CONTACT INFORMATION: The Joint Secretariat, Office of the Director may be reached via email at [JointSecretariat@dla.mil](mailto:JointSecretariat@dla.mil) or by office phone at DSN 427-5205 or Commercial (703) 767-5205.

10. RELEASABILITY. UNLIMITED. This instruction is approved for public release and is available on the Internet from the DLA Issuances Internet Website.

11. EFFECTIVE DATE. This Instruction:

a. Is effective on May 28, 2015.

b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with DLAI 5025.01, DLA Issuance Program. If not, it will expire effective May 28, 2025 and be removed from the DLA Issuances Website.

PHYLLISA S. GOLDENBERG  
Director, DLA Strategic Plans and Policy

Enclosure(s)

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Glossary

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## ENCLOSURE 1

### REFERENCES

- (a) Deputy Chief Management Officer Guidance, DoD Conference Guidance, November 6, 2013.<sup>1</sup>
- (b) Directive-Type Memorandum (DTM) 13-001, Government Purchase Card Issuance, December 13, 2013
- (c) Federal Travel Regulation (FTR), Part 301-74, Conference Planning
- (d) Memorandum 11-35, Eliminating Excess Conference Spending and Promoting Efficiency in Government. September 21, 2011.<sup>2</sup>
- (e) Office of the Under Secretary of Defense (Acquisition, Technology and Logistics) (OUSD(AT&L)) memorandum, Subject: Delegation of Conference Approval Authority and Additional Guidance, May 2, 2014.
- (f) Office of Management and Budget (OMB) Memorandum M-12-12, Promoting Efficient Spending to Support Agency Operations, May 11, 2012.<sup>3</sup>
- (g) Implementation of May 11, 2012, Office of Management and Budget Memorandum, "Promoting Efficient Spending to Support Agency Operations," June 2, 2012.<sup>4</sup>
- (h) Under Secretary of Defense memorandum, "Office of the Under Secretary of Defense for Personnel and Readiness (OUSD(P&R)) Conference Guidance in Support of President's Campaign to Cut Waste," February 29, 2012.<sup>5</sup>
- (i) DoD Cost Guidance Portal: Attending a Conference Guidance Document January, 14, 2013.<sup>6</sup>
- (j) DoD Cost Guidance Portal: Cost of Hosting A Conference Guidance Document January, 14, 2013.<sup>7</sup>
- (k) DoD Cost Guidance Portal: Cost Guidance Frequently Asked Questions January, 14, 2013.<sup>8</sup>

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<sup>1</sup> See URL: <http://dcmo.defense.gov/>

<sup>2</sup> See URL: <http://www.whitehouse.gov/>

<sup>3</sup> See URL: <http://dcmo.defense.gov/>

<sup>4</sup> See URL: <https://www.cape.osd.mil/CostGuidance/>

<sup>5</sup> See URL: <https://www.cape.osd.mil/CostGuidance/>

<sup>6</sup> See URL: <https://www.cape.osd.mil/CostGuidance/>

<sup>7</sup> See URL: <https://www.cape.osd.mil/CostGuidance/>

<sup>8</sup> See URL: <https://www.cape.osd.mil/CostGuidance/>

- (l) Director, DLA Finance Memorandum, Senior Leader Travel Policy, April 29, 2013.<sup>9</sup>
- (m) Defense Travel Management Office Information Paper: Conference Reporting.<sup>10</sup>
- (n) Deputy Secretary of Defense Memorandum, “Implementation of Conference Oversight Requirements and Delegation of Conference Approval Authority,” September 29, 2012.<sup>11</sup>
- (o) Joint Federal Travel Regulations (JFTR), Volume 1 and 2, Uniformed Service Members, Department of Defense Civilian Personnel September 1, 2013.<sup>12</sup>
- (p) DoD 5500.7-R, Joint Ethics Regulation (JER), August 30, 1993.<sup>13</sup>

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<sup>9</sup> See URL: <http://hqc.dla.mil/>

<sup>10</sup> See URL: <http://www.defensetravel.dod.mil/>

<sup>11</sup> See URL: <https://www.cape.osd.mil/CostGuidance/>

<sup>12</sup> See URL: <http://www.defensetravel.dod.mil/>

<sup>13</sup> See URL: <http://www.dtic.mil/>

ENCLOSURE 2  
RESPONSIBILITIES

1. DIRECTOR, DLA (D). The DLA D must:

- a. Approve conference attendance requests for subordinate agency/activity-hosted conferences whose total cost to the Department of Defense (DoD) is below \$500,000.
- b. Approve conference attendance requests for Agency/activity employee at conferences hosted by non-DoD entities where the total cost of attendance is below \$100,000.
- c. Ensure compliance with all applicable laws and policy in making written approvals and will seek and document with legal counsel prior to approvals.
- d. Report on an annual basis for conferences which the Agency hosts, where the total expenses associated with the conference are in excess of \$100,000.
- e. Conduct ongoing reporting for DoD hosted conferences and non-DoD hosted conferences, where the total conference expenses associated with each conference is in excess of \$20,000 dollars.
- f. Not further delegate the authority to approve conferences hosted by or with attendees from organizations under their purview.

2. DLA Vice Director (DV), UNDER THE AUTHORITY, DIRECTION AND CONTROL OF THE DLA D: The DV may approve attendance to non-DoD hosted conferences up to \$20,000.

3. CHIEF OF STAFF, DLA (DC), UNDER THE AUTHORITY, DIRECTION, AND CONTROL OF THE DIRECTOR, DLA. The DC must:

- a. Develop operational policies and procedures for the effective and proper control over the hosting of DLA sponsored conferences.
- b. Oversee coordination on all DLA conference hosting and attending requests ensuring compliance with references and confirming that the conference provides mission value for associated cost, and use of the most economical option to minimize or reduce costs.
- c. Ensure that there are effective organizational oversight and control mechanisms in place so that:

(1) Individual CAPEs are reviewed for compliance with this Instruction to ensure that cost estimates are reasonable, appropriate and support DLA objectives and priorities.

(2) Expenditures with respect to the annual budgets for travel, hospitality and conferences are reviewed periodically, and managers with financial authorities have access to timely reporting to support effective monitoring and fiscally prudent decisions.

d. Coordinate with agency central points of contact to resolve issues and expedite the process.

e. Prepare and report to the DLA Director the number and cost of approved conferences hosted during the preceding fiscal year where the net cost for each conference exceeds \$500,000. In addition, furnish reporting information on DLA's conference attendance/hosting costs and approvals when requested by OUSD(AT&L).

4. DLA GENERAL COUNSEL (DG). DG must:

a. Coordinate on all requests for hosting and attending conferences.

b. Advise DLA HQ/PLFA Directors and Commanders in conference planning as required.

c. For those events that have indicia of both training and a conference, DG, in conjunction with DLA Human Resources and the Joint Secretariat, will provide a legal determination identifying whether the event should be categorized as a conference or a training type event.

5. THE DIRECTOR'S JOINT SECRETARIAT, UNDER THE AUTHORITY, CONTROL, DIRECTION OF THE DC. The Joint Secretariat must:

a. Establish and manage the DLA Conference Oversight Program, to include Conference Approval Processes and maintaining oversight and management controls for all Agency conferences.

b. Ensure Agency compliance with the policy and procedures contained in this instruction.

c. Mediate Conference impasses between DLAHQ and PLFA Directors/Commanders.

d. Respond to queries regarding the management and administration of conferences, and otherwise assist the DLAHQ and PLFA Directors/Commanders to fulfill their responsibilities to host DLA conferences.

e. Serve as the official record keeper for DLA conferences. Oversee the maintenance and preservation of supporting historical documents that constitute the official records of the development and hosting of these conferences.

f. Coordinate with J1 to provide DLA Conference Program training, when necessary.

g. Ensure the Agency complies with OUSD(AT&L) thresholds listed in references.

h. Report to Deputy Chief Management Officer (DCMO) and OUSD(AT&L) non-hosted and hosted conferences over \$20,000.00.

6. DIRECTOR, DLA LOGISTICS OPERATIONS (J3). The Director, J3 must advise the Foreign Visit Coordinator resident in J31 to serve as point of contact for DLA staff regarding foreign national visitors to DLA locations for DLA-hosted conference attendance.

7. DIRECTOR, DLA ACQUISITIONS (J7). The Director, J7 must:

a. Coordinate on any large dollar conference where a more economic means to acquire services for the event may be practicable.

b. Advise the Joint Secretariat and action officers of acquisition policy, processes, procedures, and responsibilities with regard to contracts associated with DLA-hosted conferences and the appropriate use of payment if under the J7 purview.

8. DIRECTOR, DLA FINANCE (J8). The Director J8 must:

a. Coordinate on all conferences that exceed \$100,000 to ensure compliance with financial policy and procedures.

b. Advise the Joint Secretariat and action officers of financial policy, processes, procedures, and responsibilities with regard to DLA-hosted conferences.

9. DIRECTOR, DLA HUMAN RESOURCES (J1). The Director J1 must:

a. Ensure that all requests for training that have a potential conference component be vetted through the Joint Secretariat, prior to any J1 determination. The Joint Secretariat in coordination with General Counsel will determine if event is considered a conference.

b. Ensure that request for conferences are not processed on SF182 with partial payment (i.e. registration fees) via GPC, if event is determined to be a regular conference.

10. DIRECTOR, DLA PUBLIC AFFAIRS (DP). The Director DP must process DLA Form 1923 in coordination with DLA Intelligence; Security Pre-Publication Review Request for Release of DLA Information, Nov 2013 for conference attendees requesting to present/speak at a venue open to the public.

11. DIRECTOR, DLA INTELLIGENCE (DI). The Director, DI must:

a. Coordinate on DLA-hosted conferences that involve access to classified information and/or foreign national attendees to ensure compliance with security requirements. For non-DLA conferences, the host is responsible for ensuring compliance with security requirements.



b. Advise action officers of security policy, processes, procedures, and responsibilities with regard to conferences.

c. Process DLA Form 1923 in coordination with DLA Public Affairs; Security Pre-Publication Review Request for Release of DLA Information, Nov 2013 for conference attendees requesting to present/speak at a venue open to the public.

12. DLAHQ AND PLFA DIRECTORS / COMMANDERS. The Directors / Commanders must:

a. Review all conference requests (hosted and non-hosted) to ensure compliance with references, ensuring conference provides a) value for money and b) the use of the most economical option to minimize or reduce costs, and where the situation is the latter, that total conference costs are disclosed.

b. Coordinate with DLA Director no later than six months in advance when considering hosting a conference.

c. Certify the “Conference Reporting” via the attestation memorandum (Appendix 2 of Enclosure 3) that all actual costs are submitted to the Joint Secretariat no later than 10-business days after the last day of the requestors travel. Ensure the accuracy of all costs and excessive costs are justified in writing.

ENCLOSURE 3

PROCEDURES

1. ATTENDING CONFERENCES HOSTED BY DOD AND NON-DOD ENTITIES.

a. The Office of Management and Budget (Reference (d)) instructed all agencies “to conduct a thorough review of the policies and controls associated with conference related activities and expenses.”

b. The Office of the Under Secretary of Defense (Acquisition, Technology and Logistics) (Reference (e)), established the Approval Authority Thresholds as follows:

**Table 1 –Approval Authority Thresholds**

Conference TYPE	Approval Authority	Threshold	*DLA Suggested Timeline for HQ or Above Approval
DLA Hosted	DLA HQ Director	< \$500K	3 Months
DLA Hosted	USD/AT&L	=/> \$500K	6 Months
DLA Personnel Attending non-DoD Hosted Event	DLA HQ Director	< \$100K	10 Business Days
DLA Personnel Attending non-DoD Hosted Event	USD/AT&L	=/> \$100K	3 Months
Co-Hosting an Event	USD/AT&L	Any Amount	6 Months

\*this category is internal, and not associated with OUSD/AT&L’s issued memorandum

**Table 2 – Quick Reference Rules of Thumb**

Situation	Submit a CAPE (YES or NO)	DLAHQ APPROVAL NOT NEEDED
Any Cost incurred for a Conference	YES	
No Associated Conference Costs Claimed	NO	√
Local Conference – No Cost Claimed by Traveler or paid by Agency (\$0 Registration Fee, etc...)	NO	√
Local Conference – Parking Fee	YES	
Virtual Conference Registration Fee	YES	
DLA Member traveling to (or already at) another DoD Facility for a “Conference” – NO CONFERENCE COST associated	NO	√

c. These thresholds are all *conference related costs excluding manpower*. See the Glossary for the definition of a Conference Cost. For all requests submitted to DLAHQ, the Joint Secretariat will ensure that the Agency has not breached any of the thresholds listed in Table 1. Each activity must follow methodology and principles outlined on the Cost Guidance Portal<sup>14</sup> to

<sup>14</sup> See URL: <https://www.cape.osd.mil/CostGuidance/>

estimate costs associated with attending a conference. DLAHQ requires conference requests to meet the following criteria for DLAHQ approval in the timeline specified in the above Table 1:

**(1) MAKE A DETERMINATION:**

(a) Each Activity must review the DCMO Guidance (Enclosure 1) and contact the Joint Secretariat to help resolve any conference determination questions, such as whether the event is a training conference or a regular conference. If an activity is unsure whether an event qualifies as a conference or falls within an exemption identified in the DCMO Guidance, the servicing DLA Counsel office will determine the type of event requested. The DLA Training Office(s)/representative(s) should not be fielding conference determinations, nor should conference requests be submitted on an SF182 Training Form. If event is determined to be a regular conference then all allowable conference expenses should be paid through the Defense Travel System (DTS) using the conference drop down menu.<sup>15</sup>

(b) In the event of a conference with multiple requestors, is preferable to combine CAPEs for conference attendance approval purposes. Each organization is responsible for approving their attendees travel request. In addition, each organization is responsible for approving and submitting Attestation memorandums to the Joint Secretariat after completion of conference.

(c) Once DLA General Counsel has determined an event to be a regular conference, regardless of its training benefit, all payments associated with the attendance of this event are not permissible via the GPC,<sup>16</sup> except for corporate event costs, which is authorized to make GPC payments for all booth related expenses.

(d) The DLA Training office should not field conference requests.

(2) **COMPLETE THE CAPE:** Complete all blocks on the CAPE attendance cost calculator (Appendix 1, to Enclosure 3), except the “Approved By” block located at the end of the form. The CAPE cost calculator can also be found at: [https://www.cape.osd.mil/costguidance/CostOfAttendingEvent/AttendingEventWorksheet\\_PRO D.asp](https://www.cape.osd.mil/costguidance/CostOfAttendingEvent/AttendingEventWorksheet_PRO D.asp)

(a) Establish cost using the Defense Travel System (DTS) Portal for Meals/Per Diem. If you are awaiting final travel approval prior to creating your travel authorization/orders in DTS, Per Diem and Mileage Rates are accessible through the U.S. General Services Administration (GSA) Website.<sup>17</sup>

(b) Consider all travel related expenses for the cost estimate, i.e., tolls, baggage fees, registration fees, rental car, parking, gas, etc.

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<sup>15</sup> See Enclosure 1(h) and (i) for Conference Reporting.

<sup>16</sup> The use of the GPC for costs associated with conference participation (e.g, representing DLA verses attendance) such as booth rental and registration fees may be allowed, consult and retain documentation with respective GPC representative with any questionable occurrences and further direction

<sup>17</sup> See URL: <http://www.gsa.gov>.

(3) **PROVIDE JUSTIFICATION:** Use block 8 of the CAPE to write a thorough justification as to why attending the subject event is necessary:

(a) What benefit is it to the DLA mission?

(b) What can this event provide that attending it virtually or in a less costly manner will not provide?

(c) Describe the key aspects to the event that deliver value for cost (e.g. include some elements of the agenda to help elaborate your plan).

(4) **CONFERENCE SUPPORTING DOCUMENTS:** Add conference specific supporting documents to the attendance request. The conference supporting documents provides the approving authority additional information when considering attendance request. Examples of supporting documents are:

(a) Conference Agenda.

(b) Speakers/Presenters information.

(c) Conference invitation or flyer.

(5) **IF PRESENTING/SPEAKING:** If presenting/speaking at a venue open to the public, ensure material is submitted and approved by DLA Intelligence and DLA Public Affairs on DLA Form 1923. Route conference request with the presenting/speaking material and approved DLA Form 1923 for final DLA DG (General Counsel) review. If there is no physical material, include a summary of the material in the CAPE justification. All DLA employees who intend to speak at a non-DoD hosted event shall obtain a legal opinion from their ethics counsel prior to their participation.

(6) **YOUR ORGANIZATION'S APPROVAL:** Choose one form of Approval Documentation listed in Table 3 and consider the following when approving the conference:

(a) The DLA Activity Director is certifying that all information provided is accurate and complete to the best of their ability, and the request is ready for the DLAHQ's approval.<sup>18</sup>

(b) The DLA Activity should make every attempt to remove any cost associated with meals/heavy refreshments associated with the conference cost (i.e. Registration fee).

(c) Should those meals or light refreshments become unable to be separated from the

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<sup>18</sup> Conference proponents must refer to the Joint Travel Regulations (JTR), Chapter 4, Part S, and the Joint Federal Travel Regulations (JFTR), Chapter 2, Part G, as part of their conference planning process. ALL MEALS and PERDIEM needs to reflect the number of days listed on the CAPE (half days, partial per diem, travel days should be logically presented on the CAPE).

Conference Cost, the requester must reduce their per diem by the cost of the meals provided, regardless of attendee’s acceptance of the meals.

(d) Approval Documentation shall contain the mandatory content as shown in Table 3 below:

Table 3: Organization’s Approval Documentation and Mandatory Content

Accepted Forms (Choose ONE)	Mandatory Content for Approval Document
<b>Task Management Tracker (TMT) Electronic Staff Summary Sheet with the specified elements listed (<i>preferred</i>)</b>	<ul style="list-style-type: none"> <li>• <b>Cost</b> (to match the cost of the CAPE <i>excluding</i> manpower cost)</li> <li>• Provide <b>signature</b> and indicate approval (electronic accepted) DLA HQ requires the lowest level signature practicable.</li> <li>• <b>Approval Specified</b></li> <li>• <b>Justification</b> (to match the Justification in Block 8 of CAPE)</li> <li>• <b>Conference Supporting</b> documents</li> </ul>
<b>Staff Summary Sheet</b>	
<b>Approval Memorandum</b>	

(6) **ROUTE IN TMT:** Once the Activity has completed the CAPE, the Activity Director has signed and approved the Approval Documentation form (and if required, presentation material), submit the conference request package via TMT by following these steps:

(a) The requesting organization initiates a new request and fills out all the required areas for submission to DLAHQ DSG

(b) The “subject” should read: Conference – [the name of the conference]. Be sure to include the word “Conference in the Subject Line. Press SAVE and annotate your TMT number for your records.

(c) Next, Click “OTHER ACTION”

(d) Next Click “SUBMIT FOR COORDINATION APPROVAL”

(e) In the “hour glass” search for “conference” and the DSG “APPROVAL TEMPLATE” will appear.

(f) Click Ok, and upload documents into the “MY TABS” section.

(7) **REPORT ACTUALS:** No later than 10 business days after the last travel day of the conference, the attendees must provide actual costs to the [joint.secretariat@dla.mil](mailto:joint.secretariat@dla.mil) (Appendix 2 to Enclosure 3). Complete Attestation memorandum in your organization’s letterhead. At a minimum, a GS-14/O-5 or above in the attendee’s chain of command must approve and sign the Attestation memorandum. Conference attendance actual costs are reportable to OUSD(AT&L). Further reporting is required when the conference request exceeds \$20,000. For the

aforementioned conferences above the DLAHQ Directors approval authority, the Joint Secretariat will be available to assist with the proper OUSD(AT&L) reporting standards.

## 2. HOSTING or CO-SPONSORING CONFERENCES

a. In the case where a single DoD Component hosts a conference, it is the responsibility of the conference host to obtain approval for the conference on behalf of the entire DoD. DoD Components that are sending attendees to a DoD-hosted conference may rely on the approval obtained by the conference host, IAW Reference (a).

b. Any DLA Activity seeking approval to Host or Co-Host an event is required to coordinate with the Joint Secretariat. The thresholds and necessary time lines are established above in Table 1 – Approval Authority Thresholds.

c. Foreign Nationals attending a DLA hosted conference must be reported to the Foreign Visit Coordinator in J31 and DLA Intelligence.

**APPENDIX 1 TO ENCLOSURE 3  
COST ASSESSMENT PROGRAM ESTIMATE (CAPE) EXAMPLE**

Cost Guidance Report

**CAPE Example**

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This estimate may contain proprietary or competition sensitive information and is intended solely for the use of Department of Defense. Unauthorized disclosure may result in civil or criminal penalties. You should not disseminate, distribute or copy this report unless authorized by the source organization.

**Event Attendance Cost Estimate** [REDACTED]

1. Event Title: Green Data Center Conference						
1b. Event Type: Non-DoD Entity Hosted Conference						
2. Event Start Date:		2b. Duration (days):				
2014-02-25		3				
3. Event Location:						
Country:	State:	City:				
UNITED STATES	CALIFORNIA	San Diego				
4. Primary Organization Sponsoring the Event:			4b. DoD Component Organization Name:			
Global Strategic Management Institute			DLA - Defense Logistics Agency			
4c Did you follow guidelines in <a href="#">Executive Order 13589</a> to determine whether there are alternatives to attending the event, such as video teleconferencing (VTC), teleconferencing, local-area meetings, or other alternatives? Yes						
4d Did you follow guidelines in <a href="#">FedRooms</a> to evaluate and consider all of your lodging options for attending this event? Yes						
5. DoD Employees Attending an Event:						
Attendance Type	Personnel Name(s)/Description	# of Staff	Grade	Duration	Qualifier	Estimated Cost
Attendance	Ms. Example Smith, Acquisition Analyst (DLA J7)	1	GS-13	3	Days	\$1,175.93
<b>Total:</b>						<b>\$1,175.93</b>
6. Cost of DoD Travel Expenses and Fees Incurred While Attending an Event:						
Travel Cost Description	Units	Unit Value	Travel Cost			
airport parking	1	\$50.00	\$50.00			
Rental Car	1	\$83.00	\$83.00			
Per diem	2.5	\$56.00	\$140.00			
Mileage to and from airport	55	\$.56	\$30.80			
Hotel	3	\$109.00	\$327.00			
Gas for Rental Car	1	\$50.00	\$50.00			
Airline Ticket	1	\$394.00	\$394.00			
AirLine Bag Fee	1	\$50.00	\$50.00			
Registration Fee	1	\$299.00	\$299.00			
<b>Total:</b>						<b>\$1,423.80</b>
7. Will this cost estimate data be required on a recurring basis? No						
8. Please provide any additional comments: Justification: The Green Data Center Conference examines the ROI of enhanced data center efficiency. Data center owners and operators						

## COST ASSESSMENT PROGRAM ESTIMATE (CAPE) EXAMPLE<sup>19</sup>

Cost Guidance Report

### CAPE Example

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for a series of interactive workshop sessions and case study presentations from some of the most innovative facilities in the world will be able to share ideas learn the industry initiatives. This years installment will focus on innovations in green power and cooling. It will also highlight some pressing building and development issues to consider when commissioning a new facility. In addition, two interactive tours have been incorporated throughout the program to give you real life examples and best practices that your organization can immediately institute. This conference would help identify the operational impacts Green Data brings to DLA. Conference URL: <http://greendatacenterconference.com/>. Profiles in Power & Cooling: Efficiency Explored, Comprehensive DCIM for Clear Visibility of all Data Center Assets, Pick a Size, Pick a Design & Add the Extras: The Modular Data Center A Substantial Cost Saver, Dynamic, not Static, Data Center Solutions: Virtualization & Convergence, Greening as Bi-product of a Broader Industry Transformation towards Consolidation, Virtualization & the Cloud will be covered.

Estimated Attending Costs (excluding DoD Manpower): \$1,424.  
Estimated DoD Manpower Costs: \$1,176

Approved By  
Comment:

Reserve this space for DLA HQ Signature

Actual cost of attending this event to the Department of Defense (excluding DoD manpower) has not been provided.

# Example

<sup>19</sup> Template is available at:  
[https://www.cape.osd.mil/costguidance/CostOfAttendingEvent/AttendingEventWorksheet\\_PROD.asp](https://www.cape.osd.mil/costguidance/CostOfAttendingEvent/AttendingEventWorksheet_PROD.asp)



APPENDIX 2 TO ENCLOSURE 3

ATTESTATION MEMORANDUM EXAMPLE



DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
8725 JOHN J. KINGMAN ROAD  
FORT BELVOIR, VIRGINIA 22060-6221

[ Date

MEMORANDUM FOR RECORD:

SUBJECT: Attestation Memo for [NAME OF CONFERENCE]

This memorandum serves as confirmation for all actual costs associated with [NAME OF CONFERENCE] held on [DATE]. Estimated costs were \$XXXX (do not include manpower costs). Total actual expenses were \$YYYY. Actual costs break down per attendee as follows:

NAME and \$AAA.

NAME and \$BBB.

NAME and \$CCC.

We hereby attest that all actual costs were properly reviewed and validated by our staff. We will maintain the records within the [DIRECTORATE NAME].

Point of contact for this action, and custodian for these records is [NAME, CITY, STATE, PHONE NUMBER, DSN, EMAIL].

NAME  
Supervisor  
Organization

## GLOSSARY

### PART I. ABBREVIATIONS AND ACRONYMS

CFR	Code of Federal Regulations
CAPE	Cost Assessment & Program Evaluations
DLA	Defense Logistics Agency
DLAHQ	Defense Logistics Agency Headquarters
DTIC	Defense Technical Information Center
DTMO	Defense Travel Management Office
DTS	Defense Travel System
DoD	Department of Defense
DCMO	Deputy Chief Management Officer
DTM	Directive-Type Memorandum
FTR	Federal Travel Regulation
GSA	General Services Administration
GPC	Government Purchase Card
IAW	In Accordance With
JER	Joint Ethics Regulation
JFTR	Joint Federal Travel Regulation
OMB	Office of Management and Budget
OUSD(AT&L)	Office of the Under Secretary of Defense (Acquisition, Technology and Logistics)
OUSD(P&R)	Office of the Under Secretary of Defense (Personnel and Readiness)
OSD	Office of the Secretary of Defense
TMT	Task Management Tracker

### PART II. DEFINITIONS

**Conference:** The term “conference” is defined in this Issuance as it is in the Federal Travel Regulation (FTR), Joint Federal Travel Regulations (JFTR), and Joint Travel Regulations (JTR) as, “[a] meeting, retreat, seminar, symposium, or event that involves attendee travel.”<sup>20</sup> Indicia of a formal conference often include, but are not limited to, registration, registration fees, a published substantive agenda, and scheduled speakers or discussion panels.<sup>21</sup>

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<sup>20</sup> Federal Travel Regulation (FTR) enumerates the travel and relocation policy for all Title 5 Executive Agency employees. The FTR is the regulation contained in 41 Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirements and Executive branch policies for federal civilian employees and others authorized to travel at government expense. See also Title 41 CFR 300-3.1. The Joint Federal Travel Regulations (JFTR), Volume 1, applies to DoD uniformed personnel and the Joint Travel Regulations (JTR), Volume 2, applies to DoD civilian employees and others travelling at DoD expense. Both the JFTR and JTR are managed by the Defense Travel Management Office (DTMO).

<sup>21</sup> See Enclosure 1(a), p. 15, paragraph 2.

**Conference vice Training:** The term ‘conference’ also applies to training activities considered to be conferences under 5 CFR 410.404, “Determining if a Conference is a Training Activity”. Some training events may qualify as conferences for the purposes of this Issuance, particularly if they take place in a hotel or conference center.<sup>22</sup> Formal classroom training, however, includes activities such as regular courses of instruction or training seminars. These activities may be offered by government organizations, institutions of higher learning, or professional licensure/certification, or other training entities.<sup>23</sup>

**Conference Expenses:** Conference expenses are defined as all direct and indirect conference costs paid by the Government, whether paid directly by agencies, or reimbursed by agencies to travelers or others associated with the conference.<sup>24</sup> Conference expenses include any associated authorized travel and per diem expenses, hire of rooms for official business, audiovisual use, light refreshments, registration fees, ground transportation, and other expenses as defined by the FTR.<sup>25</sup> All outlays for conference preparation and planning should be included, but the Federal employee time for conference preparation should not be included.<sup>26</sup> Exceptions exist with respect to payment using ‘Travel Appropriated Dollars,’ (i.e., booth cost, and utilities for booth).

**Virtual Conferences:** Virtual conferences are defined as any remotely accessed conference. DLAHQ approval for virtual conferences is required in accordance with Enclosure 3, Approval Procedures, only if there is a fee associated with it.

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<sup>22</sup> See Enclosure 1(a), p. 15, paragraph 2.

<sup>23</sup> See Enclosure 1(a), pp. 15-16, paragraph 4, for the list of exemptions to the definition of conference.

<sup>24</sup> See Enclosure 1(a), p. 17, paragraph 1 and 41 CFR 301-74.2. Conference expenses do not include funds paid under Federal grants to grantees. The FTR provides some examples of direct and indirect conference costs included within conference expenses.

<sup>25</sup> See Enclosure 1(a), p. 17, paragraph 1 and 41 CFR 301-74.2.

<sup>26</sup> See Enclosure 1(a), pp. 17-18, paragraph 2.