



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
950 JEFFERSON AVENUE
FORT EUSTIS, VIRGINIA 23604-5700

ATJA

29 AUG 2011

MEMORANDUM FOR Deputy Chiefs of General and Chiefs of Special Staff Offices,
HQ TRADOC

SUBJECT: Delegation of Authority to Approve Attendance of Military and Civilian
Personnel at Non-Federal Entity (NFE) Meetings

1. References:

a. Change 1, 20 May 89, to AR 690-990-2, Hours of Duty, Pay and Leave,
Annotated 15 Apr 85.

b. DOD 5500-7R, Joint Ethics Regulation, 25 Mar 96.

c. AR 600-8-10, Leave and Passes, 15 Feb 06.

2. To ensure judicious use of limited HQ TRADOC travel resources with appropriate senior leader level visibility, I hereby withhold approval authority for attendance at NFE meetings and similar events to TDY travel approval authorities in the rank of colonel and above, or the civilian equivalent. Deputy Chiefs of General Staff may establish a more restrictive policy, if appropriate, for their organization, by withholding approval authority to a more senior level.

3. Only authorize attendance at NFE conferences/meetings at government expense when the benefits of attending substantially advance the interest of the approving organization, TRADOC, and the Army. Per reference 1b, approval authorities must consult with their ethics counselor before granting permission to attend a conference.

4. If an NFE requests any TRADOC organization to provide a speaker (or any other logistical support beyond mere attendance) at an NFE meeting, this logistical support requires a separate analysis under paragraph 3-211 of reference 1b. Consult your ethics counselor for assistance before providing any logistical support, including speakers, to an NFE event.

5. References 1a and 1c govern approval to authorize travel to NFE meetings/conferences in a permissive TDY or excused absence status.


ROBERT W. CONE
General, U.S. Army
Commanding