

Administration
ATTENDANCE OF MILITARY AND CIVILIAN PERSONNEL AT PRIVATE ORGANIZATION MEETINGS

Applicability. This memorandum applies to HQ FORSCOM general and special staff agencies.

1. Purpose

The purpose of this memorandum is to prescribe policies and responsibilities for administering travel to attend private organization meetings.

2. Related references

AR 1-211

(Attendance of Military Personnel at Private Organization Meetings).

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Joint Travel Regulations.

3. Delegation of authority

Military personnel in the grade of Colonel or higher and civilian supervisors in grade of GM-15 or higher who are heads of staff activities are delegated authority to approve the annual HQ FORSCOM private organization meetings travel program for their personnel.

4. Responsibilities

Chief of general and special staff agencies will —

- a. Develop a private organization meeting travel program for each fiscal year.
- b. Establish necessary controls to insure compliance with regulations and local policy.

5. Policies

- a. Attendance at meetings of private organizations, at government expense, must directly benefit the approving agency and be required to accomplish its mission.
- b. Table 1 is a list of organizational meetings and individuals authorized to attend at government expense.
- c. Attendance at private organization meetings, other than those listed above, will be restricted to one attendee per staff agency.
- d. Funds used for this travel must be charged to the TDY portion of the staff agency's funding program.

Table 1

Organizational meetings and individuals authorized to attend at government expense

Association of the United States Army (AUSA), Washington, DC	Reserve Officers Association (ROA) Meetings	National Guard Association Conference
Commanding General, or designated representative	Commanding General, or designated representative	Commanding General, or designated representative
Command Sergeant Major	Command Sergeant Major	Command Sergeant Major
Chief, Public Affairs	Chief, Public Affairs	Chief, Public Affairs
	USAR Advisor	ARNG Advisor

(FCAG-IS-P)

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