



DEFENSE INFORMATION SYSTEMS AGENCY

P. O. BOX 549
FORT MEADE, MARYLAND 20755-0549

AUG 14 2013

DISA INSTRUCTION 620-35-5*

BUDGET

Conferences

1. **Purpose.** This Instruction prescribes policy and assigns responsibilities for conferences. It provides guidance on obtaining approval to host or co-host a DISA conference, attend a non-DISA conference, speak at an engagement, and attend a tradeshow exhibit.
2. **Applicability.** This Instruction applies to all DISA activities.
3. **Scope.** This Instruction applies to conferences conducted by an Agency activity or attended by Agency personnel that require expenditure of government funds.
4. **Authority.** This Instruction is published in accordance with the authority contained in Office of Management and Budget (OMB) Memorandum No. M-12-12, "Promoting Efficient Spending to Support Agency Operations," 11 May 2012; Deputy Secretary of Defense Memorandum, "Implementation of May 11, 2012, Office of Management and Budget Memorandum, "Promoting Efficient Spending to Support Agency Operations," 3 June 2012; Federal Travel Regulation (FTR), Part 301-74 and Chapter 301, Appendix E; Joint Travel Regulation (JTR), Chapter 4, Part S, Conferences, Section C4950 (B); DoD 5500.7-R, Joint Ethics Regulation (JER), November 2011; Deputy Secretary of Defense Memorandum, "Implementation of Conference Oversight Requirements and Delegation of Conference Authority," 29 September 2012; and Deputy Chief Management Officer (DCMO) Memorandum, "Delegation of Conference Approval Authority," 7 December 2012.
5. **Definitions.**
 - 5.1 **Conferences.** A conference is defined in the Joint Travel Regulation (JTR) as a meeting, retreat, seminar, symposium, or event that involves attendee travel. A conference is also often referred to as a convention, trade show, exposition, or

exhibition and typically involves topical matters of interest and the participation of multiple agencies and/or nongovernmental participants. A conference typically includes some form of registration, registration fees, a published substantive agenda, and scheduled speakers or discussion panels. An individual event qualifying as a conference will generally meet some, if not all, of the descriptors listed above. An activity within the local duty location that does not require travel may also qualify as a conference for the purposes of the Deputy Secretary of Defense memorandum, "Implementation of May 11, 2012, Office of Management and Budget Memorandum, Promoting Efficient Spending to Support Agency Operations," 3 June 2012, if the activity exhibits typical conference indicators, notably registration or the payment of a registration fee.

5.2 DISA Hosted Conference. A gathering convened at the direction of DISA leadership for the purpose of conducting official mission-related business required for the discharge of official duties.

5.3 DISA Co-hosted Conference. A gathering produced or sponsored by DISA in conjunction with other Defense or Federal Government agencies and/or nonfederal entities. In a co-hosted event, DISA may or may not share equal financial, legal, or contractual responsibility with the co-hosting government or nongovernmental organizations.

5.4 Non-DISA Hosted Conference. A gathering hosted by other Defense or Federal Government agencies and/or nonfederal entities conducted outside of the DISA attendee's permanent duty station.

5.5 Conference Expenses. All direct and indirect costs paid by the government, whether paid directly by DISA or reimbursed by other government agencies, to all travelers or others associated with the conference. A complete definition of conference costs is provided in the enclosure to the Deputy Secretary of Defense memorandum, "Implementation of Conference Oversight Requirements and Delegation of Conference Authority," 29 September 2012.

6. Policy.

6.1 Prior approval will be obtained from the Director, DISA, for a proposed DISA hosted or co-hosted conference that involves expenditure of government funds.

6.2 In cases of DISA hosted events exceeding \$100,000, approval will be required by the DoD Chief Information Officer (CIO), the Deputy Chief Management Officer (DCMO), or the Deputy Secretary of Defense, as directed by the Office of the Secretary of Defense (OSD). DISA may only co-host a conference with a nonfederal entity if it conforms to the criteria in DoD 5500.7-R, Joint Ethics Regulation (JER). Documentation of compliance will be maintained by the originating office for possible review and inspection by the DISA Inspector General (IG), DoD IG, Government Accountability Office (GAO) auditors, or other interested parties.

6.3 A DISA hosted conference shall be conducted via collaborative tools; such as, video teleconferencing (VTC), Defense Connect Online (DCO), or other approved Internet collaboration capabilities. If this is not possible, an approved DISA hosted conference shall be conducted onsite at a DISA location or facility at no cost. If an exemption applies, as detailed in paragraph 7, strict fiscal, legal, and contractual responsibility will be exercised by the Agency in selecting a conference site by evaluating cost differences and best overall value of prospective locations. This includes, but is not limited to, factors such as accessibility, site suitability, and ability to keep Agency representation to a minimum.

6.4 A DISA sponsored or co-sponsored conference required to discharge official mission related duties shall, whenever possible, be conducted onsite at a DISA duty station or office facility at no direct cost. A contractor facility may be used for these purposes if covered by an existing contract and at no cost to DISA.

6.5 The use of government funds to finance a conference must be consistent with applicable federal appropriations laws and GAO, Office of Management and Budget (OMB), and DoD rules and regulations governing the proper purposes and uses of funds.

6.6 When contracting for the use of a privately or publicly owned and operated offsite conference facility, a written contract or other documented evidence of agreement between DISA and the conference facility must be executed prior to the start of the conference but not before conference approval. Only contracting officers have the authority to negotiate and sign contracts. All agreements are to be incorporated into the government-issued purchase orders and contracts.

6.7 A DISA hosted or co-hosted conference can utilize third-party entities to negotiate the use of offsite conference facilities. All third-party contracts, Memorandums of Agreement (MOAs), and/or Memorandums of Understanding (MOUs) will be reviewed and approved by the DISA General Counsel (GC), Inspector General (IG), Director for Procurement (PLD), and Chief Financial Executive/Comptroller (CFE) prior to final award or signature. An authorized contracting officer must execute all contracts and can sign MOAs and MOUs. (MOAs and MOUs are to be executed in accordance with DISAI 640-50-6, Interservice and Intergovernmental Support.)

6.8 DISA representation at a non-DISA conference will be kept to an absolute minimum to reduce costs. A Principal Director, Director, Commander, or Chief must personally approve attendance of their employees at a non-DISA hosted conference. If the conference is hosted by a nonfederal entity which is or could be involved in or affected by DISA operations, and the nonfederal entity has offered free attendance to all or any part of the conference, the reviewing official must determine that participation at the conference conforms to the requirements of DoD 5500.7-R, Joint Ethics Regulation, and the Code of Federal Regulation (5 CFR 2635). Additional regulatory restrictions exist upon acceptance of offers of free attendance from entities that are hosts of the event. Use of government resources in support of a non-DISA hosted conference must comport with ethics and property regulations. Conference approval will be granted in accordance with Deputy Chief Management Officer (DCMO) memorandum, "Delegation of Conference Approval Authority," 7 December 2012. Attendance requests exceeding \$20,000 must have DoD DCMO approval.

6.9 DISA may provide logistical support, including speakers, to a non-DISA hosted conference only if the support satisfies the criteria in DoD 5500.7-R, Joint Ethics Regulation (JER); DoD Directive 5410.18, Public Affairs Community Relations Policy; and other applicable DoD guidance.

7. **Exemptions.** Exemptions for hosting or attending conferences or meetings are addressed in Attachment 2, subparagraphs 4.a. through 4.g., of the Deputy Secretary of Defense Memorandum, "Implementation of Conference Oversight Requirements and Delegation of Conference Authority," 29 September 2012.

8. Responsibilities.

8.1 Principal Directors, Directors, Commanders, and Chiefs of Major Organizational Elements. These individuals will:

8.1.1 Coordinate the hosting, co-hosting, attendance, and/or exhibiting at approved conferences and events.

8.1.2 Ensure all personnel who are charged with the responsibility of arranging a DISA offsite conference are thoroughly advised of and fully comply with this Instruction.

8.1.3 Consider whether the proposed offsite conference is necessary for the effective accomplishment of the Agency's mission.

8.1.4 Evaluate the cost effectiveness of at least three offsite conference facilities and ensure DISA attendance is kept to a minimum.

8.1.5 Establish or revise internal procedures to ensure representation at non-DISA hosted conferences is cost effective and kept to an absolute minimum.

8.1.6 Maintain necessary documentation to ensure compliance with this Instruction for audit review purposes.

8.2 Director for Strategic Planning and Information (SPI). The Director, SPI, through the Strategic Communications Division (SPI3), will:

8.2.1 Review, analyze, and make recommendations to the Director, DISA, on all requests to host or co-host conferences and ensure all proposed plans and costs are justifiable and comply with established Agency precedents and meet current strategic plan goals.

8.2.2 Review, analyze, make recommendations, and approve all requests to attend conferences not to exceed the \$20,000 cost threshold and ensure individual attendance is critical to DISA's mission.

8.2.3 Maintain a database of all planned Agency hosted, co-hosted, and DISA attended conferences.

8.2.4 Assist in building conference hosting and attendance approval packages by providing guidance, training, and templates.

8.2.5 Review and approve all DoD quarterly and annual conference hosting and attendance reporting requirements.

8.2.6 Establish and review internal processes to ensure attendance at non-DISA hosted conferences is cost effective, mission critical, and kept to an absolute minimum.

8.3 Chief Financial Executive/Comptroller (CFE). The CFE will monitor and make recommendations regarding requests to host or co-host conferences to ensure proposed expenditures are adequately justified and the costs comply with the proper purposes and uses of DISA funds.

8.4 General Counsel (GC). The GC will:

8.4.1 Review and make recommendations regarding all requests to host, co-host, or attend conferences at cost to DISA and ensure documentation is in compliance with applicable statutes and regulations.

8.4.2 Review and make recommendations regarding all speaking engagements and ensure such engagements are in compliance with all applicable statutes and regulations.

8.4.3 As the Designated Agency Ethics Official (DAEO), review any request for use of DISA personnel or resources to support non-DISA hosted events and determine whether the proposed use complies with DoD 5500.7-R, Joint Ethics Regulation, and associated policies.

8.5 Director for Procurement Directorate (PLD). The Director, PLD, will:

8.5.1 Provide up-to-date, specialized guidance to any contracting officer or contract specialist procuring a DISA conference. (Guidance will be scoped to ensure contracts for conference services adequately define the Agency's requirements, contractor responsibilities, place of performance, period of performance, and costs.)

8.5.2 Ensure all purchase orders and contracts associated with conferences are modified, if needed, to add additional requirements before items and/or services are delivered.

8.5.3 Assign a contracting officer, where appropriate, to provide onsite guidance for Agency hosted or co-hosted conferences conducted outside of government facilities.

8.6 **Inspector General (IG).** The IG will maintain an awareness of all requests to host, co-host, or attend conferences at cost to DISA, while keeping management informed of relevant conference related audit findings issued by the DoD IG and the General Accounting Office (GAO).

9. Approval to Host or Co-Host a DISA Conference.

9.1 To request approval to host or co-host a DISA conference, the requesting organization is to initiate a conference request package 90 days prior to the conference start date. (Refer to paragraph 13 for guidance on the conference request package. [The conference request package is submitted electronically to the SPI Strategic Communications Division (SI3).])

9.2 SI3 assembles and reviews the conference request package forwards to the General Counsel (GC) and Director for Strategic Planning and Information (SPI) and to the Chief of Staff (COS) for coordination and for forwarding to the Director for approval or disapproval. (Coordination is accomplished via the Automated Information Management System [AIMS].)

9.4 After Director approval or disapproval, SI3 notifies the submitting organization as to the status of the proposed conference.

10. Approval to Attend a Non-DISA Conference. To request approval to attend a non-DISA conference, a conference request is to be initiated at least 14 days prior to the event start date. This is accomplished by accessing the DoD Enterprise Portal Service (DEPS) Home page, clicking on "Info & Resources," selecting "Conference Requests, and clicking on "New" located midway down the Web page at the left of the page. A DISA Form 9: Summary Sheet, detailing the key points as to why attendance is necessary and mission critical, is also to be prepared. (The DISA Form 9 is to be reviewed by the Principal Director, Director, Commander, or Chief of a major organizational element; the General Counsel (GC); and the Director for Strategic Planning and Information (SPI) as the final reviewer.)

10.1 DISA personnel attending a conference sponsored solely or jointly by another DoD entity do not need to submit a separate attendance approval package. Personnel attending the conference are to contact the government host and request a copy of the conference host's approval to host memorandum. If the government host cannot produce an approval memorandum, DISA personnel will not be authorized to attend the conference.

10.2 Executive Agents acting as points of contact and/or hosting a conference may be designated to aggregate costs across components and submit a single consolidated package for DoD approval. In cases where an Executive Agent has been designated, DISA should work to provide relevant cost information and take steps to ensure only the appropriate individuals are attending the conference. In cases where an Executive Agent has not been designated, DISA attendees will need to request approval.

11. Approval to Speak at an Engagement. All requests to speak at an engagement shall be reviewed by the General Counsel (GC), SPI Strategic Communications Division (SI3) Media Relations (SI33), MPS Security Division (MPS6), and Foreign Disclosure Office (FDO) and approved by the Director, SPI. After approval, the requested speaker can then accept the speaking engagement. However, if the venue is considered a conference, the office of the speaker must submit a conference request to gain approval for full attendance. (Refer to paragraph 10 for guidance on requesting approval to attend a non-DISA conference.)

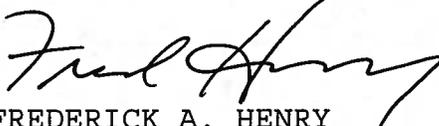
12. Approval to Attend a Tradeshow Exhibit. The absolute minimum number of government personnel should work at a tradeshow exhibit. If contractor staff are authorized to work the exhibit, government representatives are to provide onsite supervision. Prior to securing space or committing to tradeshow costs, all exhibit personnel are to submit a conference request and gain the required approvals to attend. (Refer to paragraph 10 for guidance on requesting approval to attend a non-DISA conference.) The exhibitor should include a copy of any contractor support contracts for shipping materials, labor, power, furnishings, information technology, and electrical power.

13. Conference Request Package. The conference request package is to include (1) conference request (initiated by accessing the DoD Enterprise Portal Service (DEPS) Home page, clicking on "Info & Resources," selecting "Conference Requests,

and clicking on "New" located midway down the Web page at the left of the page); (2) DISA Form 9: Summary Sheet; (3) written justification; (4) Defense Cost Assessment and Program Evaluation (DCAPE); (5) site selection analysis for offsite conferences; (6) cost breakdown; (7) legal review; (8) relevant proposed contracts, MOAs, or MOUs; (9) conference planner or venue, MOA, or MOU; and (10) Action Memorandum for Director, DISA, signature. The package is to include the estimated total cost to DoD as a whole--not just the cost to DISA. The total cost includes estimated travel, registration, and other applicable conference expenses for all Defense and Federal Government attendees.

14. **Closeout Report.** A formal conference closeout report for all hosted and co-hosted conferences will be submitted to the Director, SPI, to ensure compliance with Defense and Federal regulations, this Instruction, and other authoritative sources. The conference report should include, but is not limited to, the overall conference purpose; agenda; attendance analysis; expenditure data, as detailed in the Director, Cost Assessment & Program Evaluation (D, CAPE) Hosting Cost Estimate; actual budget; and lessons learned.

FOR THE DIRECTOR:


FREDERICK A. HENRY
Brigadier General, USA
Chief of Staff

SUMMARY OF SIGNIFICANT CHANGES: This revision deletes previous dollar thresholds for hosting and co-hosting conferences and authorizes specific signatory authority for the Director, DISA, and Director, SPI. It incorporates Office of the Secretary of Defense directives for hosting, co-hosting, and attending conferences and engagements. In addition, it provides current guidance on accounting and reporting requirements for all types of government and nongovernment conferences.

*This Instruction cancels DISAI 620-35-5, 29 May 2007, and supersedes subparagraph 2(b) of DISA Director Memorandum, SPI, Conference Planning and Travel Interim Policy Guidance, 29 April 2011.

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DISTRIBUTION: P

DISA Ft Meade SPI List Engagements
Last Revision: 25 July 2013
