

DEPARTMENT OF THE ARMY
Corps of Engineers, Northwestern Division
P.O. Box 2870
Portland, Oregon 97208-2870

CENWD-LM
Memorandum
No. 1-1-2

15 August 2003

Administration
ATTENDANCE AT PRIVATE ORGANIZATION MEETINGS

History. This issue is a revision of NWDOM 1-1-2, 30 April 1998. Changes are **bolded** for ease of identification.

Summary. This memorandum establishes policy for attendance at private organization meetings as described below. **It also updates the NWD address, office symbols and distribution.**

1. PURPOSE. To provide guidance for the approval of official attendance at meetings sponsored by private organizations.
2. APPLICABILITY. Applies to all Headquarters Northwestern Division personnel.
3. REFERENCE PUBLICATIONS.
 - a. Required.
 - (1) Joint Travel Regulation, Vol. 2. Cited in paragraph 8.
 - (2) ER 55-1-2, (**Transportation and** Travel Management). Cited in paragraph 7c.
 - b. Related.
 - (1) AR 1-211, (Attendance of Military and Civilian Personnel at Private Organization Meetings).
 - (2) AR 55-46, (Travel Overseas).
 - (3) ER 37-1-18, (Conferences and Workshops).

*This Memorandum supersedes NWDOM 1-1-2, 30 April 1998.

4. CRITERIA FOR ATTENDANCE AT PRIVATE ORGANIZATION MEETINGS.

a. Approval for attendance at private organization meetings at government expense must meet at least one of the following prerequisites:

- (1) To act as an official or committee member of the conference or association.
- (2) Substantial benefits to the Corps will accrue from attendance.
- (3) Presentation of a technical or scientific paper contributing to further development and benefit of the Corps and/or the water resources management mission.
- (4) Maintaining an effective professional and technical workforce by keeping abreast of current developments consistent with training policies and programs.

b. When temporary duty (TDY) travel and per diem is involved, attendance by more than one individual to the same meeting is discouraged. Approving officials must carefully consider the provisions of paragraph 4a(1)-(4) above, and the perception of abuse of government funds of such requests.

c. When the meeting is in the **Omaha or Portland** Headquarters vicinity and no per diem or reimbursable travel is involved, a larger number may attend business sessions if real and tangible benefits will accrue. Attendance at social sessions should be limited by reason and good judgment.

5. REQUESTS TO ATTEND CONFERENCES/MEETINGS.

a. Requests to attend a conference or meeting held in one of the forty-eight contiguous states (CONUS) will be in accordance with the example in Appendix A. Foreign or Outside Continental US (OCONUS) attendance requests will follow the example in Appendix B.

b. Requests must provide rationale that states benefits and impacts for both the Northwestern Division and the individual. Statements must be explanatory in nature and thorough enough to fully inform the approving official. Approval must be obtained to attend the conference/meeting prior to committing to any presentation or participation as a chair or other committee activity.

c. Requests for foreign and OCONUS conference attendance must be submitted through the Director of Logistics, to the Division Commander, 50 days prior to the meeting date.

6. APPROVAL AUTHORITY.

a. Local Area Meetings. Directors and Office Chiefs are authorized to approve attendance at meetings within the local **Omaha and Portland travel areas**. This authority may be delegated to first line supervisors.

b. CONUS Meetings Requiring Temporary Duty (TDY) Travel and Per Diem. Meetings requiring CONUS travel must be approved by the Directors or Office Chiefs. Travel requesting officials will not initiate travel orders prior to receipt of written attendance approval.

c. Outside Continental U.S. (OCONUS) Meetings/Conferences. Attendance at meetings held in Puerto Rico, Northern Mariana Islands, U.S. Virgin Islands, American Samoa, Guam, Trust Territory of Palau, or the **states of Alaska or Hawaii**, require the Division Commander's approval on ENG Form 4960 (Request for Approval of Foreign Travel).

d. Foreign Meetings/Conferences. Attendance at meetings held in foreign countries must be recommended for approval by the Division Commander, and approved by HQUSACE, ATTN: **(CECW-BA)**.

e. Leave in Conjunction with Foreign/OCONUS Conferences. The Division Commander, Deputy Commander, or the requestor's Director or Office Chief are approving authorities for leave in conjunction with OCONUS and foreign travel.

f. The above authorities notwithstanding, all requests for attendance at private organization meetings/conferences requires at least "one up" supervisory approval.

7. PROCEDURES.

a. Travel Orders. When travel orders are required, a copy of the approved request for attendance will be filed with the record copy of the DD Form 1610 (Request and Authorization for Travel of DOD Personnel).

b. OCONUS/Foreign Meetings and Conferences. One copy of the approved ENG Form 4960 (Request for Approval of Foreign Travel) must be received by the District Transportation Officer (**Omaha** personnel submit to CENWO-LM, **Portland** personnel submit to CENWP-LM), before the travel order can be authenticated. Most foreign and OCONUS travel requires some form of clearance. The DA Form 2374 (Notification of Foreign Travel) must be submitted to the **appropriate** Transportation Officer immediately upon notification that attendance is approved.

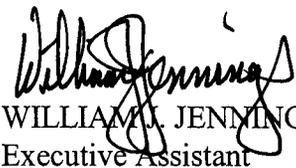
NWDOM 1-1-2
15 August 2003

c. Late Justifications. Requests to attend OCONUS/foreign meetings/conferences that are submitted with less than 50 days advance notice will require an explanation or justification for the late submittal. This information will be provided to the host country government as the official United States' reason for failure to meet the notification and approval requirements. Offices will include a DD Form 2374-R (Notification of Foreign Travel), and ENG Form 4960-R with the request for attendance (See ER 55-1-2).

8. REIMBURSABLE EXPENSES. Only those expenses necessary to accomplish the purpose of the meeting may be authorized/approved for reimbursement. Reference 3a(1) addresses reimbursement of registration fees, meals and other expenses in connection with attendance at meetings.

FOR THE COMMANDER:

2 Appendices
App A - Format for CONUS Meetings
App B - Format for OCONUS Meetings


WILLIAM J. JENNINGS
Executive Assistant

DISTRIBUTION:
NWD Intranet <https://www.nwp.usace.army.mil/im/r/regs/nwdom.html>
HQNWD – All Employees

APPENDIX A

CENWD-XX-XX (Record Number)

Date

MEMORANDUM FOR (Director, Chief, Commander) CENWD-XX

SUBJECT: Request for Attendance at a CONUS Conference/Meeting IAW
NWDOM 1-1-2

1. Request approval for _____ to attend the following meeting.

- a. Name of meeting and sponsor.
 - b. Date and location of conference.
 - c. Purpose of attendance.
 - d. Benefits to the Corps/impact on mission from non-attendance.
 - e. Reports to be prepared and the list of activities who will receive them.
 - f. Fund citation.
2. List of known participants from the Corps and other organizations.
3. A copy of meeting announcement/brochure is attached (when available).

Requestor Signature Block
Date

1st Endorsement

Approved

Disapproved

Signature Block
Commander, Director or Office Chief

APPENDIX B

(CENWX-XX) (Record Number)

Date

MEMORANDUM THRU (SUPERVISOR)

DIRECTOR, LOGISTICS MANAGEMENT (CENWD-LM)

FOR COMMANDER, NWD (CENWD-DE)

SUBJECT: Foreign/OCONUS Conference Request IAW NWDOM 1-1-2

1. Request approval for ____ (Traveler) ____ to attend the following conference.
 - a. Name of conference and sponsor.
 - b. Date and location of conference.
 - c. Purpose of attendance.
 - d. Benefits to the Corps.
 - e. Impact on mission if not attended.
 - f. Other Corps participants.
 - g. Funding source.
2. Actual expense will/will not be required.
3. Additional supporting documentation (in-country invitation, agenda, etc).

Encl
ENG form 4960

Requestor Signature Block

1st Endorsement:

Date

Approved
For Forwarding
To HQUSACE

Disapproved

/s/
Signature Block Supervisor