



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEAVENWORTH
290 GRANT AVENUE UNIT 1
FORT LEAVENWORTH, KANSAS 66027-1292

IMLV-ZA

18 March 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Command Policy Letter #16, Conference Management

1. REFERENCES.

- a. Army Directive 2014-01, Army Conference Policy, 18 Dec 2013
- b. IMCOM Policy Memorandum 2014-01-1, Conference Management, 6 Mar 2015

2. PURPOSE. To provide guidance to all Fort Leavenworth Garrison employees on their responsibilities regarding requests to host or attend conferences.

3. APPLICABILITY. This policy applies to all Appropriated Fund (APF) personnel assigned to United States Army Garrison (USAG) Fort Leavenworth.

4. POLICY. It is the Department of Defense, Department of the Army, Installation Management and Command, and USAG Fort Leavenworth policy to ensure conference participation results in definite, tangible benefits and that attendance is "mission critical" to the Army.

5. PROCEDURES.

a. All USAG Fort Leavenworth personnel will follow the IMCOM Conference Management Standards Operating Procedures (SOP), Chapter 20, to determine applicability and prepare the conference request packet. Currently, Non-Appropriated Fund (NAF) employees are exempt from this requirement. The templates and timelines referenced in the IMCOM Conference Management SOP and available on the IMCOM SharePoint will be used. <https://home.army.mil/sites/operational/g5/ConfMgt>.

b. The request packet will be submitted to the USAG Fort Leavenworth Plans, Analysis and Integration Office (PAIO). The packet must contain: Conference Exemption Determination Tool, Memorandum Requesting Approval, and Conference Agenda.

c. PAIO will serve as the Garrison Conference Point of Contact (POC) to obtain legal review, to obtain the Garrison Commander's endorsement, and submit packet to IMCOM G5. Packets that are incomplete or submitted late may not be able to be processed.

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d. PAIO will forward the IMCOM-approved document to: the employee, the employee's Director and Resource Management (DRM). PAIO will also provide voucher instructions to the employee to complete post-conference.

6. PROPONENCY. The proponent for this policy is the PAIO Chief. (913) 684-1760.

//Original Signed//
THOMAS A. SHOFFNER
COL, AR
Garrison Commander