

Department of the Army
Headquarters, U.S. Army
Training and Doctrine Command
Fort Eustis, VA 23604

TRADOC Supplement 1 to AR 1-50

7 August 2020

Administration

U.S. Army Training and Doctrine Command Conference Policy

FOR THE COMMANDER:

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History. This publication is a supplement to Army Regulation 1-50.

Summary. This is a new supplement 1 to AR 1-50 that prescribes the U.S. Army Training and Doctrine-specific command conference policy and further delegates U.S. Army Training and Doctrine approval in accordance with AR 1-50.

Applicability. This supplement applies to all U.S. Army Training and Doctrine Command organizations and activities.

Proponent and exception to authority. The proponent of this supplement is the TRADOC Deputy Chief of Staff, G-3/5/7. The proponent has the authority to approve exceptions or waivers to this supplement that are consistent with controlling law and regulations.

Supplementation statement. The Administrative Assistant to the Secretary of the Army (SAAA-EX), 105 Army Pentagon, Washington, DC 20310-0105, approved this supplement to AR 1-50 on 15 July 2020. Further supplementation is not permitted without prior approval of the TRADOC Deputy Chief of Staff, G-3/5/7.

Suggested improvements. Users are invited to send comments and suggested improvements on Department of Army Form 2028 (Recommended Changes to Publications and Blank Forms)

directly to U.S. Army Training and Doctrine Command, Deputy Chief of Staff, G-3/5/7 (ATTG-ZXA), 950 Jefferson Avenue, Fort Eustis, VA 23604-5711.

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TRADOC Supplement 1 to Army Regulation (AR) 1-50, dated 7 August 2020, as follows-

Add to determination of a conference subparagraph 1-7d:

d. Competition events.

(1) Competition events are contests for some type of prize, honor, or advantage. Activities determined to be competition events (based on a lack of sufficient conference indicia in accordance with AR 1-50, para 1-7b), are not considered conferences and; therefore, are not subject to AR 1-50. Traditional competition events within the U.S. Army Training and Doctrine Command (TRADOC) include, but are not limited to the Best Ranger Competition, the Best Sapper Competition, the Joint Culinary Training Exercise, etc. The Deputy Commanding General/Chief of Staff (DCG/COS), TRADOC, is the approval authority for a competition event where TRADOC costs are at or exceed \$100,000; this includes competitions internal to, or hosted by, TRADOC on behalf of the Army, and all competitions hosted or attended by TRADOC involving international participants or sister services.

(2) DCG/COS, TRADOC delegates competition event approval to the first general officer (GO)/senior executive service (SES) for their organization-hosted competitions costing less than \$100,000.

(3) For competition events with costs at or exceeding \$100,000, the command, organization, or activity (to host or attend) competition event requester will submit a request for competition approval through their appointed conference manager to the TRADOC G-3/5/7 Conference Management Team for action by DCG/COS, TRADOC. The request for competition approval will include a formal request memorandum (including a justification for the competition event, associated date(s), location(s), number and type of attendees, and estimated costs), the agenda, and a legal review.

(4) In some instances, a competition event may demonstrate sufficient indicia of a conference to be considered a conference under AR 1-50. In such a case, the TRADOC command, organization, and activity requester will process the competition event as a conference. Separate competition event and conference request packets for the same event are not required. If unclear whether or not to process an event as a competition event or as a conference, contact the TRADOC G-3/5/7 Conference Management Team.

(5) Requesters will submit competition event packages requiring DCG/COS, TRADOC approval to the G-3/5/7 Conference Management Team no later than 60 calendar days before the approval authority's decision is required.

(6) Requesters will submit approved competition event after action reports (AARs) to the G-3/5/7 Conference Management Team no later than 40 calendar days after the end of the event (competition events are not to be uploaded in Army Conference Reporting and Tracking Tool (ACRTT)).

(7) Conference managers will facilitate all processes associated with competition events.

Add to exemptible events paragraph 1-9, after the ninth sentence:

The TRADOC command, organization, or activity requester will consult the servicing legal counsel and the appointed conference manager on exemptible event determinations. The requester will record GO/SES exemption determinations utilizing the template provided in the TRADOC Conference Guidance page (https://hq.tradoc.army.mil/sites/g357/tradoc_conference/default.aspx).

Add to command conference managers, subparagraph 3-2j:

TRADOC commands, organizations, and activities, such as Headquarters (HQ), TRADOC core function leads, centers of excellence (COEs) and deputy chiefs of staff, coordinating, personal, and special staff will appoint one primary conference manager and one alternate. These appointed conference managers will complete conference manager's duties in accordance with AR 1-50 for conferences and receive, track, and transmit approvals and disapprovals, to include participation in non-Department of Defense (DOD)-hosted conferences; and submit any required reports. Leadership will not appoint legal advisors for conference manager duties due to their separate role in the conference approval process. Provide names, phone numbers, and email addresses of their appointed conference managers to the TRADOC G-3/5/7 Conference Management Team group box at usarmy.jble.tradoc.mbx.org-box--tradoc-g357-conf-mgmt-team@mil.

Add to requesters subparagraph 3-3h:

Continue to use resources in a fiscally prudent manner when requesting to host and/or attend non-DOD events.

Add to conference participants, subparagraph 3-6h:

TRADOC command, organization, and activity requesters will provide all briefing or similar material that contains copyrighted and/or trademarked material intended for presentation at Army-, DOD-, or non-DOD-hosted conferences to their servicing public affairs office (PAO). The PAO must have the opportunity to review copyrighted and/or trademarked material in accordance with AR 360-1.

(1) When submitting presentation material, the requester must also include a written explanation citing why it is necessary for the presentation to include the copyrighted and/or trademarked material; why alternative images (for example, those contained at www.dvids.com) are not acceptable; and the intended or desired effect from using the copyrighted and/or trademarked material.

(2) At a minimum, the requester will provide the presentation material, with the above explanations, to the PAO 30 days in advance of the scheduled event.

(3) If the PAO denies clearance of copyrighted and/or trademarked material, the requester has redress options in accordance with AR 360-1. If the PAO clears use of the copyrighted and/or trademarked material, the PAO will further coordinate use of such material with the servicing office of the staff judge advocate (OSJA) to ensure compliance with copyright law and Army policy. Servicing OSJAs will coordinate their legal reviews with the HQ TRADOC OSJA, consistent with AR 27-60.

Add to conference approvals, after the introductory paragraph of chapter 4:

In addition to the Army conference policy requirements, the following restrictions apply to all TRADOC commands, organizations, and activities for Army-hosted conferences:

a. Individual conference costs will not exceed \$100,000. Exceptions to the \$100,000 cap require DCG/COS, TRADOC review and concurrence before action by the appropriate approval authority under the Army Conference Policy.

b. COEs with multiple schools may execute independent conferences for each school. However, these independent conferences may not exceed a combined total of \$100,000 per calendar year.

c. Recurring conferences hosted by a TRADOC command, organization, or activity may not occur more frequently than once per fiscal year (unless otherwise authorized by law or regulation, or directed by the Commanding General, TRADOC). Absent an approved exception, the cost of a recurring conference will not exceed the actual costs for the previous event.

d. Once an event has been approved, any change in location for the event, increase in costs, addition of a type of attendee, or increase in the number of attendees will require submission of a new request.

Add to Army-hosted approval tiers subparagraph 4-2d:

As a Tier Three conference approval authority, DCG/COS, TRADOC delegates approval authority for Army-hosted conferences with DOD costs less than or equal to \$100,000 to the following TRADOC major general and above-level commands. This authority may not be further delegated.

- (1) U.S. Army Combined Arms Center.
- (2) U.S. Army Combined Arms Support Command.
- (3) U.S. Army Cadet Command.
- (4) U.S. Army Recruiting Command.
- (5) U.S. Army Center for Initial Military Training.
- (6) COEs.

Add to participation in non-DOD-hosted conferences paragraph 4-3 at the end:

TRADOC command, organization, and activity requesters are required to utilize the non-DOD attendance approval template provided in the TRADOC Conference Guidance (https://hq.tradoc.army.mil/sites/g357/tradoc_conference/default.aspx) to formally record approval of attendance. Requesters will submit an ACRTT access request (<https://secureappcac2.hqda.pentagon.mil/ACRTT/CommandHomePage.aspx>) to the TRADOC Conference Manager to gain access and upload the approval into ACRTT.

Add to conference request requirements (general) after the first sentence in paragraph 5-1b:

Requesters will submit conference packages requiring CG, TRADOC or DCG/COS, TRADOC approval to the G-3/5/7 Conference Management Team no later than 60 days before approval authority's decision is required.

Add to conference request requirements (general) at the end of subparagraph 5-1g:

Commanders will ensure control measures are in place for COE and branch conference attendance to be by invitation only and commanders will ensure control measures are in place to prevent uninvited attendance. Branch conferences are limited to Army-relevant COE or branch business. Organizations/activities will not use non-Federal entities to organize or sponsor branch conferences.

Add to types of conference reporting subparagraph 8-2b(3):

TRADOC command, organization, and activity requesters will upload an AAR for each GO/SES approved non-DOD-hosted conference to ACRTT no later than 40 business days after the end of the event.

Add the following to appendix A, Section II, related publications:

AR 27-60
Intellectual Property

AR 360-1
The Public Affairs Program

Add to the glossary; Section I, abbreviations, as follows:

COE	center of excellence
COS	Chief of Staff
DCG	Deputy Commanding General
HQ	headquarters
OSJA	office of the staff judge advocate
PAO	public affairs office
TRADOC	U.S. Army Training and Doctrine Command