

CERM-SP Engineer Regulation 37-1-18	Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000	ER 37-1-18 3 May 1999
	Financial Administration U.S. ARMY CORPS OF ENGINEERS SPONSORED MEETINGS	
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DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

ER 37-1-18

CERM-SP

Regulation
No. 37-1-18

3 May 1999

Financial Administration
U.S. ARMY CORPS OF ENGINEERS SPONSORED MEETINGS

1. Purpose. This regulation provides guidance and instructions for conducting all USACE sponsored meetings and outlines specific procedures for all USACE sponsored non-training meetings/conferences/workshops that involve **25** or more Department of Army (DA) personnel in a TDY status.
2. Applicability. This regulation applies to all HQUSACE elements and all USACE commands.
3. References.
 - a. DoD 5500.7-R, Joint Ethics Regulation
 - b. DA Memo 1-17, Conferences, Symposia, Seminars, and Meetings.
4. Distribution. Approved for public release, distribution is unlimited.
5. Definitions.
 - a. *Standard Recurring Approved Conferences*. The CG, DCG or Division Commanders personally approve these conferences, which support our strategic vision. These meetings are listed as part of the Consolidated Command Guidance (CCG).
 - b. *Special Meetings*. Special meetings also support our vision and major goals, have a specific mission purpose, and are approved on an 'as needed' basis.
 - c. *Corps Costs*. Corps costs include non-reimbursable costs for facilities, audiovisual support, supplies, equipment, speakers, etc. plus attendee travel and per diem. It does not include salary cost of attendees and support staff.
 - d. *Corps Employees*. Corps employees are the USACE employees participating in a TDY status at a USACE sponsored meeting.

This regulation supersedes ER 37-1-18, 1 March 1996 and rescinds ENG FORM 4932-R.

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6. Policy. The Chief of Staff of the Army directed all commanders to take aggressive steps to reduce non-training TDY costs. USACE Commanders and Directors will; therefore, minimize Corps costs and Corps participation at all meetings including those with *under 25* USACE personnel in a TDY status. Everyone will exercise the utmost fiscal responsibility, consistent with serving the public's interest by:

a. Making maximum use of technology alternatives to meetings. Alternatives include virtual teams, video teleconferencing (VTC), and other Internet and phone link-ups.

b. Combining meetings with training or other activities to avoid additional travel.

c. Selecting meeting sites and dates that minimize meeting costs and transportation distances. Consider holding meetings on military or government installations including in-house USACE resources e.g. facilities at the Humphreys Engineer Center (HEC) and the Professional Development Support Center (PDSC), Huntsville.

d. Reducing the number of attendees at USACE sponsored meetings or meetings sponsored by others. Do not send two when one will do.

e. Negotiating the lowest possible cost when using commercial facilities. Normal business practices scale the cost (if any) of convention rooms to the number of sleeping rooms used. Consider using the hotel/motel during low-rate periods and providing some in-house audiovisual equipment.

f. Insuring that the Joint Ethics Regulation DoD 5500.7-R is followed when co-sponsoring meetings with non-Federal entities.

7. Responsibilities/Procedures. These procedures are for all USACE sponsored non-training meetings/conferences/workshops that involve **25** or more DA personnel in a TDY status. Standard Recurring Approved Conferences use a standard format for listing in the CCG. Requests for new Standard Recurring Approved Conferences *and* Special Meetings require the same four-part justification.

a. HQUSACE Directors and Office Chiefs will:

(1) Submit proposed changes to Standard Recurring Approved Conference listings (during the CCG cycle) and Special Meeting requests (as required) using this format:

(a) Description (title, proposed date and location, length).

(b) Estimated number of Corps employees to attend.

(c) Estimated Corps Costs

(d) Four-part justification:

Value and objective that supports vision and major goals	What will be lost if meeting is not held	No technologic alternative (VTC, etc.) available	Steps taken to keep attendance to absolute minimum
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(2) Request the approval for HQUSACE sponsored Special Meetings and Standard Recurring Approved Conferences from the DCG through CERM.

b. MSC Commanders will:

(1) Personally approve all MSC/District sponsored Standard Recurring Approved Conferences and Special Meetings for their command. Meetings will be keyed to the vision and satisfy the four-part justification as used for HQUSACE in paragraph 7a(1) above.

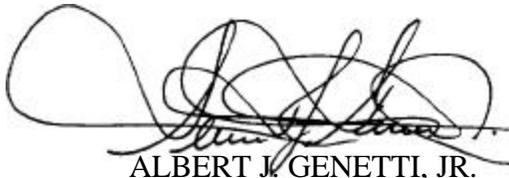
(2) Submit new or changed list of Standard Recurring Approved Conferences for publication in the CCG to CERM using the format and instructions specified in each FY CCG cycle.

c. The Deputy Chief of Staff, Resource Management HQUSACE (CERM) will:

(1) Maintain the official listing of Standard Recurring Approved Conferences for HQUSACE and Field Commands for publication in the CCG (CERM) web page.

(2) Submit to the DCG for approval, changes to HQUSACE Standard Recurring Approved Conferences and proposed Special Meeting requests.

FOR THE COMMANDER:



ALBERT J. GENETTI, JR.
Major General, USA
Chief of Staff