GARRISON OFFICIAL LETTERHEAD

(OFFICE SYMBOL) (DATE SIGNED)

MEMORANDUM FOR Director, United States Army Installation Management Command, IMCOM-Training, Building 705, Suite 83, 705 Washington Blvd, Fort Eustis, VA 23604

SUBJECT: Request Approval for Army Attendance at (insert name of Non-DoD Conference / Event), (insert dates [include travel days])

1. Reference: Army Regulation 1-50, Army Conference Policy, 2 July 2018

2. (insert Garrison / Activity name) requests IMCOM Training Director's approval for Army attendance at the following non-DOD conference:

a. Event: (insert name of non-DoD conference / event, dates of conference), at (insert venue name, street address, city, State, Zip Code, and country if OCONUS).

b. Attendee(s): Number attending is (insert number). Attendees are (insert name and directorate of all attendees).

c. Justification: (provide a brief, clear and concise attendance justification [*Attendance must be appropriately related to each attendee's job duties and demonstrably benefit the Army – mission critical statement not required*]).

d. Cost: Total estimated cost for attendance is (insert $ amount or no cost), using (insert Garrison, HQ IMCOM or no cost) (insert OMA, centrally funded or other authorized source) funding.

3. All applicable travel policies will be enforced, including entering required information in the Army Conference Reporting and Tracking Tool (ACRTT) before and after travel; ensuring costs are within the travel per diem rate; deducting meals provided; and authorizing a rental car only when use is justified to be more cost effective than other modes of transportation. Use of proffered funds, actual expense allowance, or spouse travel is not authorized.

4. The point of contact for this request is (insert name, phone number, and email address of designated garrison conference management point of contact).

Encls
1. Conference Agenda
2. Cost Estimate Summary
3. Director, IMCOM-Training Draft Approval Memo

(GC or DGC Signature Block / Signature)