

ALARACT 034/2024

DTG: R 291945Z MAY 24

UNCLAS

SUBJ/ALARACT 034/2024 – IMMEDIATE CHANGE TO TRACKING AND REPORTING OF ARMY CONFERENCES

THIS ALARACT MESSAGE HAS BEEN TRANSMITTED BY JSP ON BEHALF OF HQDA/OAA-HSA

1. (U) REFERENCES:

1.A. (U) PL 113–235, SECTION 739, CONSOLIDATED AND FURTHER CONTINUING APPROPRIATIONS ACT, 2015; 16 DECEMBER 2014, (AVAILABLE AT <HTTPS://WWW.CONGRESS.GOV>)

1.B. (U) DOD CONFERENCE GUIDANCE, VERSION 4.0, 26 JUNE 2016, (AVAILABLE AT <HTTPS://DAM.DEFENSE.GOV>)

1.C. (U) AR 1–50, ARMY CONFERENCE POLICY

2. (U) PURPOSE: ANNOUNCE EFFECTIVE 1 SEPTEMBER 2024, THE ARMY CONFERENCE REPORTING AND TRACKING TOOL WILL NO LONGER BE AVAILABLE. BEGINNING 1 JULY 2024, ALL ARMY-HOSTED CONFERENCES WITH COSTS GREATER THAN \$20,000 WILL ONLY BE REPORTED INTO THE DOD CONFERENCE REPORTING TOOL AT THE FOLLOWING LINK: <HTTPS://APPS.SP.PENTAGON.MIL/SITES/DODCONFERENCE TOOL/DODCONFERENCE TOOLHOME/HOME.ASPX>.

3. (U) POLICY:

3.A. (U) PURSUANT TO REFERENCE 1.B, ARMY-HOSTED CONFERENCES WHERE THE TOTAL EXPENSES ARE IN EXCESS OF \$20,000 WILL BE ENTERED AND VERIFIED, WITHIN 15 CALENDAR DAYS OF THE CONFERENCE BEING HELD, INTO THE DOD CONFERENCE TOOL BY APPOINTED COMMAND CONFERENCE MANAGERS OR OTHER SPECIFIED COMMAND CONFERENCE POINTS OF CONTACT.

3.B. (U) ARMY-HOSTED CONFERENCES WITH COSTS LESS THAN \$20,000 AND ANY NON-DOD CONFERENCE ATTENDANCE ACTIVITIES WILL NOT BE ENTERED INTO THE DOD CONFERENCE TOOL, HOWEVER, COPIES OF RECORDS MUST BE MAINTAINED LOCALLY AND AVAILABLE UPON REQUEST. FOR CONFERENCES EQUAL TO OR GREATER THAN \$100,000, ALL DATA ENTRIES

MUST BE COMPLETED AND THE APPROVAL MEMORANDUM MUST BE SUBMITTED FOR COMPLETE AND ACCURATE REPORTING. DO NOT REPORT ARMY-HOSTED CONFERENCES THAT HAVE BEEN DETERMINED TO BE EXEMPT IN ACCORDANCE WITH AR 1–50.

4. (U) THE UPDATED POLICY PROVISIONS WILL BE INCORPORATED IN THE FORTHCOMING MAJOR REVISION OF AR 1–50.

5. (U) ADDITIONAL INFORMATION WILL BE PROVIDED AT THE FORTHCOMING DOD CONFERENCE TOOL TRAINING SESSIONS AND POSTED ON THE ARMY CONFERENCES MICROSOFT TEAMS CHANNEL AT:

<HTTPS://DOD.TEAMS.MICROSOFT.US/L/TEAM/19%3ADOD%3AA465C3955D7641ECAB3DBD29FD3E03DA%40THREAD.SKYPE/CONVERSATIONS?GROUPID=937F61AC-129D-46BC-80C7-4B06A4AE6E2A&TENANTID=FAE6D70F-954B-4811-92B6-0530D6F84C43>.

6. (U) POINTS OF CONTACT: FOR QUESTIONS, CONTACT THE ARMY CONFERENCE TEAM, MS. KISHA TAYLOR AND MS. TASHA DAVIS AT USARMY.BELVOIR.HQDA-OAA.MBX.ARMY-HQDA-CONFERENCES-INBOX@ARMY.MIL.

7. (U) THIS ALARACT MESSAGE EXPIRES ON 24 MAY 2025.