YOUR OFFICIAL LETTERHEAD

(OFFICE SYMBOL) (date signed)

MEMORANDUM THRU (if applicable)

FOR (Requestor)

SUBJECT: Legal Review of (Sponsoring Proponent) (name of event), (dates)

1. Event. (Name of sponsoring proponent) requests approval to conduct the (name of conference), (dates of conference excluding travel days) at (venue, city, state, or country if OCONUS).

2. BLUF. State if there is or is not a legal objection to the request and briefly explain why.

3. References. (list out all relevant references)

4. Purpose and Justification. Is the purpose and justification for the event clearly explained? Does the agenda appear robust? Has the request overcome the presumption that a face-to-face event is not required?

5. Mission Critical Analysis. Does the request contain a mission critical certification? Consider quoting DoD’s and the Secretary’s mission-critical travel and attendance requirement. Does the request contain sufficient information to allow the approval authority to make a credible mission critical determination for all the proposed attendees – not just some of them?

6. Cost-Benefit Analysis. Are less costly alternatives addressed? Is clear justification provided for why less costly alternatives are not used? Does the request confirm that physical co-location of Army employees in a conference setting is necessary? Is the required certification statement included in the request or the endorsement? Is the request signed by a general officer or member of the senior executive service

7. Analysis for Location Selection. Were three geographic areas compared? Were three local facilities compared? Were Government/military facilities considered first? How does the proposed site help minimize costs? Does the request establish that commercial facilities are more economical than Government/military facilities if a commercial facility is used? Did the requesting organization try to contain the size of the conference to the capacity of the Government/military facilities nearest the majority of local attendees?

8. Attendees. Is Army funded attendance limited to the minimum mission-critical attendees? Does the request contain sufficient information about the attendees and the requirement for all proposed attendees to attend to allow the approval authority to make a credible mission critical determination for all or some portion of the attendees? Does the request explain the measures taken to discipline attendance? Are any spouses traveling at Government expense? How is contractor attendance funded?

9. Security. Is a security assessment in the required format provided? Does it raise any new issues?

10. Funding and Contracts. Is the proposed expenditure consistent with Army policy? Is the correct funding source being used? Is the correct approval authority cited? Are copies of any conference-related contracts provided?

11. Per Diem. Is the Government providing meals? Are the meals provided (if any) compliant with applicable rules, policy and law? Has the requester demonstrated that any provided meals plus authorized PMR does not exceed the local meal rate? Are meal and incidental rates consistent with local area allowances? Is lodging provided at the per diem rate? Are room taxes addressed? Does the request indicate room tax relief was or is being requested from the commercial lodging facility?

12. Refreshments. Are refreshments provided? How are they funded: Nonreimbursable conference fee? On a pay-as-you-go basis? As part of the facility rental? If provided as part of the facility rental, are refreshments nonsegregable and nonnegotiable?

13. Fees. Is there a registration/conference fee? If so, who pays and what is its purpose? What does the fee cover (specifically address any meals included in the registration fee and cross reference with Per Diem paragraph? Is the fee reimbursable? If so, is the expense a permissible expenditure? Are any prohibited entertainment-related expenses included in the costs of the conference?

14. Honoraria or Speaker Fees. Is the Government paying these fees? Why, how much and what type of funds are proposed? Is the fee for each speaker within the $2,000 limit? How necessary is this speaker?

15. Estimated Costs. Review the estimated costs. Identify and discuss any questionable expenses (for example, audiovisual charges, security, bartender fees, gifts, rental car, contractor facilitator fee or anything else that does not look right). Are rental cars authorized? What effect does this have on the cost of the conference? Were alternatives to rental cars considered? Are transportation costs to and from the airport and airport parking addressed? Are there facility fees? What facilities are we paying for? Are conference room, audiovisual fees, etc. reasonable?

16. Conclusion. The conclusion must state “No legal objections” or summarize the deficiencies or concerns in the request. Even if not legally objectionable, summarize any concerns the approval authority should know about and consider in deciding whether to approve the request.

17. Point of Contact. (Provide organization contact information: name, phone number, email address.)

(reviewing official signature block)