YOUR OFFICIAL LETTERHEAD

(OFFICE SYMBOL) (date signed)

MEMORANDUM THRU (if applicable)

FOR (Approval Authority or Endorser, as applicable)

SUBJECT: Legal Review – Request to Exempt the (name of event) from the Conference Approval and Reporting Policy

1. Event. I have reviewed (name or requestor/requesting organization)’s request to have the (name of sponsoring organization)’s (name of conference), (dates of conference excluding travel days) at (venue, city, state, or country if OCONUS) exempted from the DoD conference policy. (Briefly describe the basis for the request).

2. BLUF. State whether the request is legally objectionable, or not, and briefly explain why. Specifically address whether the event qualifies for a specific exemption.

2. References. (List relevant references, to include DoD Conference Policy, Army Conference Policy, and any applicable DoD or Army policy memorandums)

3. Background. Organize and describe the facts of the event relevant to the exemption determination. Subparagraphs should describe the event and its purpose; address whether it involves official travel; identify the expected attendees; identify whether there is a registration process, a registration fee, a published substantive agenda, and whether there are scheduled speakers or discussion panels. Provide all facts relevant to whether the event qualifies for the requested exemption or for another exemption under the DoD and Army conference policies.

4. Discussion/Analysis. Use subparagraphs to discuss the DoD Conference Policy regarding the definition of a formal conference and the exemption of certain conference events from the DoD conference policy. Identify any exemptions relevant to the subject event and provide analysis on whether the relevant facts support or do not support the exemption request (or any other exemptions that might apply to the facts) under the DoD and Army conference policies. If appropriate, address whether an exemption should be disapproved even if it approving the exemption would be permissible under the DoD or Army conference policies.

5. Conclusion. Summarize whether there is or is not a legal objection to exempting the event from the DoD and Army conference policies. Specifically identify who has the authority under the Army conference policy to approve or disapprove the exemption request.

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

 (reviewing official signature block)