YOUR OFFICIAL LETTERHEAD

(OFFICE SYMBOL) (date signed)

MEMORANDUM THRU (if applicable)

FOR (Approval Authority or Endorser, as applicable)

SUBJECT: Legal Review of (name of requesting organization)’s Request to Attend (name of sponsoring organization)’s (name of event), (dates)

1. Event/BLUF. I have reviewed (name or requestor/requesting organization)’s request for approval to spend (total estimated cost) to send (total number of requested attendees) to (name of sponsoring organization)’s (name of conference), (dates of conference excluding travel days) at (venue, city, state, or country if OCONUS).

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

3. (Briefly indicate if request does or does not comply with requirements and intent of applicable references).

4. Purpose and Justification. Is the purpose of the conference explained and is clear justification for Army attendance at the conference provided? Does the agenda appear robust? Has the request overcome the presumption that a face-to-face event is not required? Does the request confirm that physical co-location of Army employees in a conference setting is necessary?

5. Certification Statement. Does the request contain the mandatory mission-critical certification statement?

6. Mission Critical Analysis. Does the request contain sufficient information to allow the approval authority to make a credible mission critical determination for all proposed attendees – not just some of them? Paraphrase or quote key portions of the request to summarize the key points raised in the request to support a mission critical determination. Explain how these key points either do or do not provide sufficient information to allow the approval authority to make a credible mission critical determination for ALL requested attendees, not just some attendees.

7. Attendees. Is 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?

8. 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?

9. Registration Fee. Is there a registration/conference fee? If so, list the registration fees applicable to the Army attendees. Who pays? What does the fee cover? Specifically identify any meals or entertainment events included in the registration fee and cross reference with the Per Diem paragraph. Is the fee reimbursable? If so, is the expense a permissible expenditure?

10. 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?

11. Estimated Costs. Review the estimated costs. Identify and discuss any questionable expenses (for entertainment or gifts 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?

12. Conclusion. Indicate whether the request is “not legally objectionable” or “is legally objectionable.” Summarize any deficiencies or concerns in the request, to include those that might not rise to the level of rendering the request legally objectionable. While the approval authority determines if the requested attendance is mission-critical to the Army, the legal review should point out deficiencies or lack of information in the request that make the request suspect or insufficient to support a credible mission critical determination.

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

 (reviewing official signature block)