



DEPARTMENT OF THE ARMY
UNITED STATES ARMY WAR COLLEGE AND CARLISLE BARRACKS
CARLISLE, PENNSYLVANIA 17013-5210

CSWC

22 March 2018

MEMORANDUM FOR RECORD

SUBJECT: Approval to Conduct the Peacekeeping and Stability Operations Training and Education Workshop, 17-20 April 2018 (to include travel days), Carlisle Barracks, Carlisle, Pennsylvania

1. References:

a. Army Regulation 1-50, Army Conference Policy, 24 August 2017.

b. Memorandum, CSWC-DPK, 28 February 2018, subject: Seek Conference Approval for Peacekeeping and Stability Operations Institute to host 2018 Peacekeeping and Stability Operations Training and Education Workshop at Carlisle Barracks from 18 April 2018 to 20 April 2018.

2. In accordance with reference 1a, I approve your request to conduct the Peacekeeping and Stability Operations Training and Education Workshop from 17-20 April 2018 (to include travel days) at Carlisle Barracks, Pennsylvania for 120 Army personnel at an estimated cost of \$38,100.88 with no meals or refreshments to be paid at government expense.

3. There will be no actual expense authorizations, and no spouse travel at Army expense.

4. This approval is based on your statement in reference 1b that this conference is appropriately related to each attendee's official duties and will demonstrably benefit the Army.

5. This approval is contingent on your continued attention to this event to ensure the best use of government funds and adherence to all applicable policies.

3/25/2018

X John S. Kem

Signed by: KEM.JOHN.SAMUEL.1081184409

JOHN S. KEM
Major General, U.S. Army
Commandant



DEPARTMENT OF THE ARMY
UNITED STATES ARMY WAR COLLEGE AND CARLISLE BARRACKS
CARLISLE, PENNSYLVANIA 17013-5049

CSWC-DPK

28 February 2018

MEMORANDUM FOR Commandant, U.S Army War College, 122 Forbes Avenue,
Carlisle Barracks, PA 17013

SUBJECT: Seek Conference Approval for Peacekeeping and Stability Operations
Institute to host 2018 Peacekeeping and Stability Operations Training and Education
Workshop at Carlisle Barracks from 18 April 2018 to 20 April 2018

1. Event. The U.S. Army War College's (USAWC) Peacekeeping and Stability Operations Institute (PKSOI) requests approval to host a Peacekeeping and Stability Operations Training and Education Workshop (PSOTEW) 18-20 April 2018 at the US Army War College in Carlisle Barracks Pennsylvania. 17 April 2018 will be a travel day and attendees will be able to return to home station upon conference completion on 20 April 2018.
2. Purpose and Justification. PKSOI is the Army's lead for execution of Joint Proponency for Peace and Stability Operations. In order to ensure a whole of government approach to Peace and Stability Operations, the U.S. Army Peacekeeping and Stability Operations Institute will facilitate an annual Peace and Stability Operations Training Evaluation Workshop (PSOTEW) that brings together trainers, educators, and practitioners from the U.S. and international governmental/non-governmental organizations, military and civilian peace and stability training centers, and academic institutions to share current challenges and best practices toward improving civilian and military teaming efforts in Peace and Stability Operations. This is the premier annual gathering of these participants and providing the venue for these groups to come together is mission critical.
3. Previous Conferences. This is a recurring conference. PKSOI is the Army's lead for execution of Joint Proponency for Peace and Stability Operations. In order to ensure a whole of government approach to Peace and Stability Operations, the U.S. Army Peacekeeping and Stability Operations Institute facilitates an annual Peace and Stability Operations Training Evaluation Workshop (PSOTEW) to bring together trainers, educators, and practitioners from the U.S. and international governmental/non-governmental organizations, military and civilian peace and stability training centers, and academic institutions to share current challenges and best practices toward improving civilian and military teaming efforts in Peace and Stability Operations. This is the premier annual gathering of these participants and providing the venue for these groups to come together is mission critical.

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Previous PSOTEW Events		
YEAR	DATES	LOCATION
2017	5-7 April 2017	John Hopkins University Montgomery County Campus
2016	6-8 April 2016	John Hopkins University Montgomery County Campus
2015	14-16 April 2015	National Defense University
2014	24-27 March 2015	George Mason University, Arlington VA

4. Cost-Benefit Analysis. This workshop provides a single opportunity to bring together a disparate community of practitioners, educators, trainers, and policy makers. It provides a single forum for the exchange of ideas and ongoing activity amongst a diverse community and serves as the culminating event of a number of smaller workgroups throughout the year. Content of conference and number of personnel targeted to attend does not allow for teleconference. Other cost benefits to hosting at the U.S. Army War College in Carlisle Barracks Pennsylvania: Per Diem and Lodging costs in Carlisle Pennsylvania substantially lower than the national capital region, 25 of the potential attendees are from the Carlisle Pennsylvania area, U.S. Army War College is the home of the hosting organization therefore there will be now facility costs to run the conference.

5. Analysis for Location Selection. U.S. Army War College is a U.S. Government/Military facility. U.S. Army War College is the home of the hosting organization (PKSOI) therefore there will be no facility costs to run the conference. The US Army War College Root Hall provides all of the necessary facilities required to host the conference to include but not limited to: Auditorium, nine break-out rooms with electronic capabilities, an area for displays, cafeteria, and easily accessible Wi-Fi. Other facilities researched: National Defense University (NDU), Fort Lesley J. McNair Washington D.C. NDU is a U.S. Government/Military facility but the Per Diem and Lodging costs in Carlisle Pennsylvania substantially lower than the national capital region. Also worked with <https://fedmeetingspace.cfo.gov/>, received a bid by the Capital Hilton in Washington D.C. facility costs in bid were \$33,500.00.

6. Attendees. The conference planning committee met with senior leaders, major stakeholders, and conference workgroup leaders to compile a list of potential attendees that are vital to the competition of the projects to be covered during the conference. Attendees have been selected to attend the conference based on subject matter expertise as well as the current position they hold at their specific command.

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	Local	Travel Required	Total
DA Military	15	20	35
DA Civilian	9	12	21
Other DoD Component (Non-Army)	0	24	24
Contractors (NOTE: Include any contractors who are traveling to attend or support the conference. Explain in the narrative their role and how they are funded.). Legal review should specifically address contractor attendance. Contractors will not be funded by the Army unless authorized by their contract with the Army.	1	0	1
"Other" Specify (other Federal Government personnel, statutory volunteers, guest speakers, etc.) Legal review should specifically address other attendees.	0	39	39
Foreign (Military or Government)	0	0	0
Government-funded spouses	0	0	0
GRAND TOTAL	25	95	120
Of those above*:			
Number of Army-funded attendees			32
Number of DoD (non-Army) funded attendees			24
Number non-DoD funded attendees (specify)			13
Number of attendees not requiring funding			26
GRAND TOTAL (should match the Grand Total above)			95

* OSD conference policy requires us to report attendee numbers broken out by Army-funded, DoD-funded, and total attendance.

7. Security. This is an unclassified conference. Enclose is the conference security assessment, including threat and vulnerability assessments for the conference facility site and any specific security requirements for the conference facility.

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8. Funding and Contracts. There are no contracts involved in this conference. The conference is being held at the home base of the host so there are no fee associated in the rental of facilities. Personnel attending the conference will pay for their own travel cost through the home commands regular Operation and Maintenance funds by the utilization of the Defense Travel System. There are no registration fees associated with the conference. There will be no food costs associated with the conference. All planning, organization and administration for the conference will be done by the host organization.
9. Meals and Incidental Expenses (M&IE). Participants will provide their own meals.
10. Refreshments. There will be no served refreshments
11. Fees. There is no conference or exhibit fee.
12. Honoraria or Speaker Fees. There will be no associated speaker costs with this conference
13. Estimated Army Costs. State the estimated costs for all expenses listed in the table and show all calculations (*examples of appropriate remarks and calculations are provided in italics*). Costs should include not only those for attendees, but also for speakers, support staff—anyone traveling at Army expense. This table is the only acceptable cost estimate template. Equations to show estimated costs are required.

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Expense	Estimated Cost	Remarks/Calculations
<i>Travel Costs</i>		
Lodging costs for Department of Army attendees (32)	\$8,928.00	\$93.00(Hotel rate) x 3(# nights) x 32(# of attendees on TDY) = \$8928.00
M&IE costs for attendees	\$2,448.00 + <u>\$1,632.00</u> \$4080.00	<p>FIRST & LAST DAY OF TRAVEL: \$51.00(M&IE rate) x 75% x 2 (2 travel days) x 32 (# of attendees on TDY) = \$2,448.00</p> <p>CONFERENCE DAYS (w/ no Government-furnished meals): \$51.00(M&IE rate) x 1(# full conference days) x 32(# of attendees on TDY) = \$1,632.00</p> <p>NOTE: PMR is used for any days the Government provides one or two meals; if it provides three meals, only incidentals are allowable. Local attendees (those not in TDY status) are not authorized meals at Government expense.</p>

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Expense	Estimated Cost	Remarks/Calculations
Government-furnished meals	\$0.00	No meals furnished by Government
Travel costs for attendees	\$6,027.20	19 persons drive from Washington D.C. x \$0.54/mile x 220 miles = \$2,257.20 5 persons fly from Leavenworth KS x \$354.00 ticket cost = \$1,770.00 8 persons fly from Ft. Bragg NC x \$250.00 ticket cost = \$2,000.00
Total Travel Costs	\$19,035.20	Total of the previous costs, including per diem and travel expenses

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<i>Hosting Costs</i>		
Meeting space rental costs	\$0.00	Include all costs associated with facility rental space.
Fees for guest speakers, lecturers, or panelists	\$0.00	Include cost for each speaker, travel costs or any other costs associated with speakers; include all DoD-funded costs (ex. Navy speakers) if not included in numbers above.
Printing or reproduction costs	\$0.00	For example, reproduction costs for handouts.
Standard supplies	\$500.00	For example, name tags, pens, paper, folders
Other costs	\$0.00	For example, van needed to transport supplies to venue or Official Representation Funds
Contract costs	\$4,277.28	Upon approval of conference packet, paragraph C-3.3 of contract order number W91QF0-17-F-0048 will begin.
Total Hosting Costs	\$4,777.28	Total of the costs, including, but not limited to: supplies, printing/reproduction, meeting space, and contracted facilitators.
<i>Audiovisual Costs</i>		
Audiovisual Cost	\$0.00	Include any audiovisual cost estimates (screens, microphones, etc.) Audiovisual costs must be broken out separately and cannot be included in meeting space rental costs or contracted facilitator costs.
<i>Food and Beverage Costs</i>		
Food and Beverages	\$0.00	Include any costs for food, beverages, and refreshments provided by the host.
TOTAL EXPENSES	\$4,777.28	Calculate the total expenses

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Revenue (This includes registration/conference/exhibitor fees from non-Army attendees; grant or gift monies; or any other money received from non-Army sources)	\$0.00	Describe each source of revenue and the amount.
TOTAL COSTS	\$23,812.48	Total Expenses – Total Revenue

14. Estimated Other DoD Costs. OSD requires us to capture the total costs DoD paid. Use this next table to provide estimated costs for non-Army DoD attendees. Best estimates are acceptable.

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Expense	Estimated Cost	Remarks/Calculations
<i>Travel Costs</i>		
Lodging costs for attendees	\$6,696.00	24 person for 3 days at \$93.00 per day
M&IE costs for attendees	$\$1,836.00$ + $\$1,224.00$ <hr/> $\$3060.00$	FIRST & LAST DAY OF TRAVEL: $\$51.00(\text{M\&IE rate}) \times 75\% \times 2 (2 \text{ travel days}) \times 24 (\# \text{ of attendees on TDY}) = \$1,836.00$ CONFERENCE DAYS (w/ no Government-furnished meals): $\$51.00(\text{M\&IE rate}) \times 1(\# \text{ full conference days}) \times 24(\# \text{ of attendees on TDY}) = \$1,224.00$
Government-furnished meals	\$0.00	
Travel costs for attendees	\$4,532.40	$18 \text{ persons drive from Washington D.C.} \times \$0.54/\text{mile} \times 220 \text{ miles} = \$2,138.40$ $2 \text{ persons fly from Naval Post Graduate School} \times \$434.00 \text{ ticket cost} = \868.00 $2 \text{ persons fly from Air War College} \times \$340.00 \text{ ticket cost} = \680.00 $1 \text{ persons fly from Atlanta GA} \times \$584.00 \text{ ticket cost} = \584.00 $1 \text{ persons fly from Tampa} \times \$262.00 \text{ ticket cost} = \262.00
Total Travel Costs	\$14,288.40	

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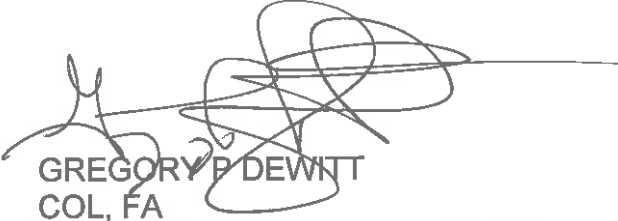
Other Costs		
Conference/registration fee	\$0.00	
Other costs	\$0.00	
Total Other Costs	\$0.00	
Total Non-Army DoD Costs	\$14,288.40	Total of the ravel and other cost sections.

Total Conference Estimated Costs		
Total Army Costs	Total Non-Army DoD Costs	Total Cost to Government
\$23,812.48	\$14,288.40	\$38,100.88

15. Reporting Requirement. I acknowledge within 10 business days of approval the initial report must be completed using the Army Conference Reporting and Tracking Tool (ACRTT), and within 45 business days of the conclusion of the conference the final report must be completed using ACRTT.

16. Requested Approval Date. I request Commandant U.S. Army War College decision on or before 15 March 2018 because start date of the conference is 18 April 2018 and the host organization will need to socialize to participants.

17. Point of Contact. Point of contact is John Winegardner at (717) 245-3506 or email at john.s.winegardner.civ@mail.mil and COL Timothy P. Sullivan at (717) 245-3163 timothy.p.sullivan.mil@mail.mil


GREGORY P DEWITT
COL, FA
Director, Peacekeeping and Stability
Operations Institute

1. Conference agenda
2. Security review
3. Legal review
4. Predecision contract documents (if applicable)
5. Approval of venue selection within NCR by WHS (if applicable)