

**U.S. ARMY CORPS OF ENGINEERS
EXEMPTION DETERMINATION TOOL**
For use of this form, see AR 1-50; the proponent agency is CECS

SECTION I - CONFERENCE

1. CONFERENCE NAME		2. CONFERENCE DATE (YYYYMMDD) (travel inclusive)	
3. CONFERENCE LOCATION (include venue)			
4. ORGANIZATION		5. HOST	
6. PURPOSE OF CONFERENCE			
7. NUMBER ATTENDING (local / TDY / total)		8. COST ESTIMATE	

SECTION II - EXEMPTIONS

EXEMPTIONS (Refer to AR 1-50, Army Conference Policy)	CHECK PRIMARY CATEGORY
1. MEETINGS NECESSARY TO CARRY OUT STATUTORY COMMAND AND STAFF OVERSIGHT FUNCTIONS. THIS EXEMPTION WOULD INCLUDE ACTIVITIES SUCH AS INVESTIGATIONS, INSPECTIONS, AUDITS, OR NON-CONFERENCE PLANNING SITE VISITS.	<input type="checkbox"/>
2. MEETINGS TO CONSIDER INTERNAL AGENCY BUSINESS MATTERS. THIS EXEMPTION INCLUDES ACTIVITIES THAT TAKE PLACE AS PART OF AN ORGANIZATION'S REGULAR COURSE OF DAILY BUSINESS. EVENTS WILL BE EXEMPT ONLY IF THE ARMY IS THE HOST, THE EVENT IS HELD IN A GOVERNMENT OF MILITARY FACILITY, AND THE AGENDA USUALLY DOES NOT EXCEED MORE THAN THREE DAYS.	<input type="checkbox"/>
3. MEETINGS NECESSARY TO CARRY OUT PLANNING OR EXECUTION OF OPERATIONAL OR OPERATIONAL EXERCISE ACTIVITIES OR PRE-DEPLOYMENT, DEPLOYMENT, OR POST-DEPLOYMENT ACTIVITIES. THIS EXEMPTION WOULD INCLUDE ACTIVITIES SUCH AS PLANNING AND PREPARATION FOR, AS WELL AS EXECUTION OF, WAR GAMES, MILITARY EXERCISES, AND OPERATIONAL DEPLOYMENTS.	<input type="checkbox"/>
4. FORMAL CLASSROOM TRAINING. FORMAL CLASSROOM TRAINING CONDUCTED IN A CONFERENCE CENTER, HOTEL, OR OTHER COMMERCIAL FACILITY DOES NOT QUALIFY FOR THIS EXEMPTION UNLESS A COLLEGE OR UNIVERSITY CONDUCTS THE TRAINING.	<input type="checkbox"/>
5. BILATERAL AND MULTILATERAL INTERNATIONAL COOPERATION ENGAGEMENTS.	<input type="checkbox"/>
6. EVENTS WHERE THE PRIMARY PURPOSE OF DOD'S PARTICIPATION IS MILITARY OR CIVILIAN RECRUITING AND/OR MILITARY RECRUITMENT ADVERTISING.	<input type="checkbox"/>
7. CHANGE OF COMMAND, OFFICIAL MILITARY AWARD, FUNERAL, OR OTHER SUCH CEREMONIES.	<input type="checkbox"/>
8. MEETINGS OF ADVISORY COMMITTEES SUBJECT TO DOD INSTRUCTION 5105.04, WHERE THE MEMBERSHIP OF THE COMMITTEE CONSISTS OF ONE OR MORE INDIVIDUALS WHO ARE NOT FULL-TIME OR PERMANENT PART-TIME FEDERAL OFFICERS OR EMPLOYEES OR MILITARY PERSONNEL.	<input type="checkbox"/>

STOP: IF NO EXEMPTIONS APPLY, PROCESS THE EVENT AS A CONFERENCE. IF ANY EXEMPTIONS APPLY, COMPLETE THE BELOW INFORMATION AND MAINTAIN A COPY ON RECORD FOR A MINIMUM OF FIVE (5) YEARS AFTER APPROVAL.

SECTION III - SIGNATURE CERTIFICATIONS

1a. ACTION OFFICER'S NAME (Last, First MI)		b. DATE (YYYYMMDD)		c. ACTION OFFICER'S SIGNATURE (CAC signing locks form to this point)			
2a. USACE LEGAL COUNSEL'S NAME (Last, First MI) (if requested)		b. LEGALLY COMPLIANT <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED		c. DATE (YYYYMMDD)		d. USACE LEGAL COUNSEL'S SIGNATURE (CAC signing locks blocks 2a-d)	
3a. APPROVER'S NAME (Last, First MI) (see USACE Conference Policy)		b. EXEMPTION APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO		c. DATE (YYYYMMDD)		d. APPROVING SIGNATURE (CAC signing locks blocks 3a-d)	