



DEPARTMENT OF THE AIR FORCE

OFFICE OF THE CHIEF OF STAFF

WASHINGTON, DC

JUN - 6 2005

MEMORANDUM FOR ALMAJCOM-FOA/CC

FROM: HQ USAF/CVA
1670 Air Force Pentagon
Washington, DC 20330-1670

SUBJECT: Air Force Association 2005 *Air & Space Conference and Technology Exposition*

The Air Force Association (AFA) will hold its annual *Air & Space Conference and Technology Exposition* 12-14 Sep 05 at the Marriott Wardman Park Hotel, Washington, DC. The following guidance is provided for this event.

Air & Space Conference 2005 is a professional development conference sponsored and conducted by AFA in support of the total Air Force. It includes major conference addresses, forums, and more than 24 workshops. The speaker lineup includes government, Department of Defense, and Air Force senior leaders, as well as academicians and subject matter experts. There is a reduced conference fee for DoD personnel. All conference attendees will receive a certificate documenting their participation. Registration information and the schedule of events is available online at www.afa.org or by telephoning 703-247-5800.

The *Technology Exposition* will be held in conjunction with the conference and located in the Exhibit Hall of the Marriott Wardman Park Hotel. Representatives from leading aerospace companies will be on hand to discuss innovations and new technologies of broad interest. There is no admission charge or AFA membership requirement for those attending the *Technology Exposition*, but those attending must register. The AFA will furnish complimentary bus transportation to and from the conference and exposition within the National Capitol Region.

The Assistant Secretary of Defense for Public Affairs, Community Relations and Public Liaison Directorate, OASD(PA)/CR&PL, has determined this event complies with DoD community relations guidance. Commanders and organization supervisors must approve the attendance of employees at the conference and technology exposition based on mission requirements and DoD regulations, keeping in mind the CSAF message to MAJCOM commanders (DTG 101912Z May 05) regarding expenditure of funds on non-critical travel.

Under AFI 65-601, Vol 1, Budget Guidance and Procedures, para. 4.42, military personnel and civilian employees may only attend conferences at government expense if it is part of an authorized training program or directly related to the attendee's official duties. This means that official attendance is authorized for those who are actually carrying out official duties in connection with the event (e.g., making a presentation, receiving an award, supporting a display) or attending to receive professional development training.

Military personnel may also ask to attend in a Permissive TDY status, in accordance with AFI 36-3003, Military Leave Program, Table 7, rule 24. Conference fees are a personal expense for those attending in PTDY status, as well as those who attend in their personal capacity.

The Headquarters Air Force point of contact is Mr. Lou Timmons, who can be reached by e-mail at lou.timmons@pentagon.af.mil or by phone at DSN 227-2769, commercial, 703-697-2769.

A handwritten signature in black ink, appearing to read "K. Chilton", is positioned above the typed name.

KEVIN P. CHILTON
Major General, USAF
Acting Assistant Vice Chief of Staff



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MEMORANDUM FOR DISTRIBUTION C

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The *Technology Exposition* will be held in conjunction with the conference and located in the Exhibit Hall of the Marriott Wardman Park Hotel. Representatives from leading aerospace companies will be on hand to discuss innovations and new technologies of broad interest. There is no admission charge or AFA membership requirement for those attending the *Technology Exposition*, but those attending must register. The AFA will furnish complimentary bus transportation to and from the conference within the National Capital Region.

Air Force military and civilian personnel in the National Capital Region may want to take advantage of this opportunity. The Assistant Secretary of Defense for Public Affairs, Community Relations & Public Liaison Directorate, OASD(PA)/CRPL, has determined this event complies with DoD community relations guidance. Commanders and organization supervisors must approve the attendance of employees at the conference and technology exposition based on mission requirements and DoD regulations. Under AFI 65-601, Vol 1, *Budget Guidance and Procedures*, para. 4.42, military personnel and civilian employees may only attend conferences at government expense if it is part of an authorized training program or directly related to the attendee's official duties. This means that official attendance is authorized for those who are actually carrying out official duties in connection with the event (e.g., making a presentation, receiving an award, supporting a display) or attending to receive professional development training. Military personnel may also ask to attend in a Permissive TDY status, in accordance with AFI 36-3003, *Military Leave Program*, Table 7, rule 24. Conference fees are a personal expense for those attending in PTDY status, as well as those who attend in their personal capacity.

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