**CHECKLIST**

**REQUEST FOR HQDA CENTRAL TRAINING FUNDS – CONFERENCE/WORKSHOP**

**I. Conference Memo**

\_\_ Ensure Career Program/Career Field is identified in subject line (e.g., CP/CF-#) of the memo

\_\_ Para 1. Event: **(insert CP/CF-#)** requests concurrence on the use of HQDA Central Training Funds to **(specify conduct or attend)** the **(insert name of conference/workshop)**, **(insert dates of conference/workshop)**, at **(insert location of conference/workshop)**

\_\_ Para 2. Purpose of the Conference/Workshop **(include specific description as to how it meets the definition of training)**

\_\_ Para 3. Describe expected Training Outcome/Benefit to Army

\_\_ Para 4. Impact If Not Funded **(justification)**

\_\_ Para 5. Identify attendees by name, organization, and cost per attendee for whom HQDA Central Training Funds are requested **(breakdown of travel, per diem, tuition, for each attendee)**

\_\_ Para 6. Identify trainer and /or meeting room/facility costs **(If facility is required,**

**request must include the contract and a cost comparisons for three facilities.**

**If contract is over $25K, approval of a local Contracting Officer is also required.)**

\_\_ Para 7. Self Explanatory

\_\_ Para 8. Include point of contact name, phone number, and e-mail address

**II. Memo Enclosures**

\_\_ 1. Agenda **(must reflect at least 51% training)**

\_\_ 2. Training Material **(must include briefing charts or documentation to**

**support the conference/workshop and educational/instructional time for each module/section)**

\_\_3. Copy of contract or agreement with the venue (**This enclosure is required when HQDA Central Training Funds will be used to pay for the conference/workshop facility.**)