**YOUR OFFICIAL LETTER HEAD**

**(Your office symbol)** **(date signed)**

MEMORANDUM THRU HQDA, ODCS, G-2, ATTN: DAMI-CP (FCR), 1000 Army Pentagon, Washington, DC 20310

FOR HQDA, G-37/Training Directorate (ATTN: DAMO-TRV), 450 Army Pentagon, Room 2D639, Washington, DC 20310-0450

SUBJECT: Request Use of HQDA Central Training Funds for Conference/Workshop – **CP 35**

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

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

3. Describe expected Training Outcome/Benefit to Army:

4. Impact If Not Funded:

5. List of Centrally Funded Attendees & Total Cost Per Attendee:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Organization with Name (if known) or Number Attendee(s) | **Per diem** | **Travel** | **Tuition**  | **Total Cost Per****Attendee** |
| EXAMPLE: IMCOM, John Joe, Fort Irwin, CA | $100 | $400 | $500 | $1000 |
| EXAMPLE: ATEC, Mary Jane, Columbia, SC | $100 | $350 | $450 | $900 |
| EXAMPLE: HQDA, Sally Sue, Heidelberg, Germany | $100 | $75 | $175 | $350 |

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

**must include the contract and a cost comparison for three facilities. If the**

**contract is over $25K, it must be sent to the local Contracting Officer for**

**approval .**  **That approval must be included in this package.)**

 **(office symbol)**

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7. The undersigned is validating that this event is in accordance with Title 5 CFR § 410.404, which states agencies may sponsor an employee's attendance at a conference as a developmental assignment under section 4110 of Title 5, United States Code, when—

1. The announced purpose of the conference is educational or

instructional;

 b. More than half of the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in section 4101 of Title 5, United States Code;

 c. The content of the conference is germane to improving individual and/or organizational performance, and;

 d. Development benefits will be derived through the employee's attendance.

8. Point of contact:

3 Encls **(CDR or CPM signature block)**

1. Agenda **(must be included)**

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

**support conference/workshop and educational/instructional time for each**

**module/section**)

3. Copy of contract or agreement with the venue **(must be included when HQDA Central Training Funds will be used to pay for the conference room/facility.) If applicable, attach the local Contracting Officer approval).**