

MILITARY DEPARTMENT  
OFFICE OF THE ADJUTANT GENERAL  
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CAJS-J8

11 January 2012

MEMORANDUM FOR Servicemembers and Employees of the California Military Department

SUBJECT: Policy Memorandum 2012-04: Conference and Travel Guidance

1. References

- a. Executive Order B-06-11, 26 APR 11 (Governor Brown's Budget and Cost Savings Directive)
- b. Army Directive 2011-20, 14 OCT 11 (Department of the Army Conferences)

2. This document is applicable to all elements of the California Military Department (CMD) and summarizes my guidance on cost saving measures for both State and Federal funds concerning attendance and transportation to private organizations/associations and conferences. It is the CMD's policy to comply with all State and Federal guidance for attendance and support for these events. The intent is to foster, to the greatest extent possible, quality professional development opportunities for all leaders in our organization. However, attendance and support will be permitted only when it has been determined that only a conference will suffice to accomplish official business.

3. Given both our State's and Nation's real and enduring budget constraints, the CMD must carefully examine past practices from a cost-benefit perspective and adopt a culture of fiscal restraint in all that we do. To achieve this we will need to assess all our practices for savings opportunities and justify credibly the actual benefits of expenditures. It is every leader's responsibility to consider how he or she can contribute to cost savings and eliminate waste in conference planning. I will hold you accountable for ensuring that all conference-related events comply with law, regulation and policy, exercising strict fiscal discipline in organizing and administering any CMD sponsored or co-sponsored conference.

4. In order to facilitate maximum cost savings when planning conferences, you will review and adhere strictly to all applicable law, regulation and policy, in particular the provisions of Army Directive 2011-20 and State Executive Order B-06-11 referenced above. We will maximize the use of government-owned or government-provided conference facilities. Commercial facilities will be used only when they can be proven more economical. Efforts must be made to adjust conference scheduling to fit the availability of government facilities. In addition, whenever possible multiple conferences will be combined into a single venue.

5. The Joint Federal Travel Regulations govern all federal government travel and will be followed at all times while in a federal status. The regulations can be found at <http://www.defensetravel.dod.mil/site/travelreg.cfm>.

CAJS-J8

SUBJECT: Policy Memorandum 2012-04: Conference and Travel Guidance

6. The State Travel Regulations govern all state government travel and will be followed at all times while in a state status. The regulation can be found at <http://sam.dgs.ca.gov/TOC/700/default.htm>. Additional guidance can be found at the J8 portal at [https://portal.ca.ngb.army.mil/sites/cajs-sc/Lists/Travel\\_Links/AllItems.aspx](https://portal.ca.ngb.army.mil/sites/cajs-sc/Lists/Travel_Links/AllItems.aspx).

7. The Governor has restricted both in-state and out-of-state travel for state personnel to only non-discretionary or “mission essential” purposes, for the purpose of reducing operational expenditures. All discretionary travel is prohibited unless it is at no cost to the State.

a. Mission critical means travel directly related to: enforcement responsibilities, auditing, functions required by regulation, contract or executive directive, and job-related training necessary to maintain licensure or similar standards required by position.

b. Mission critical travel does not mean travel to attend: conferences (even those that historically have been attended), networking opportunities, professional development courses, continuing education classes and seminars, non-essential meetings that can be conducted by phone or video conference, or events for the sole purpose of making a presentation unless approved in advance by the Chief of Staff, CMD.

c. No travel is permitted for more than the minimum number of travelers necessary to accomplish the mission critical objective. This restriction applies even when there is no cost to the government.

8. All Military Department members will attend private organization and/or association conferences/meetings as private association members at their own expense in a leave or permissive temporary duty (PTDY) status. The only exceptions are those personnel specifically authorized by the Chief of Staff, CMD to attend these meetings in an official duty status.

9. Any California Military Department official, command or organization seeking to sponsor or cosponsor a federally funded conference, symposia, seminar or meeting will submit a proposal in accordance with Army Directive 2011-20, through their respective service to the Chief of Staff, CMD for approval.

10. I charge every leader to consider how he or she can contribute to cost savings and the elimination of waste in conference and travel planning. At the minimum, leaders need to consider the following:

a. Consider Government Vehicles (GSA), State vehicles, or tactical vehicles for travel within California or to an adjacent state. This is often the most economical way to travel for short trips or when traveling with large amounts of baggage or equipment.

b. Consider rental car versus Privately Owned Vehicle (POV) when a GSA, State, or tactical vehicle is not available or practical. Although it cannot be mandated for a soldier or airman to take a rental car, it can be considerably less expensive for trips over 100 miles. Compact rental cars are the only authorized size unless there is excess equipment and/or multiple personnel traveling together.

CAJS-J8

SUBJECT: Policy Memorandum 2012-04: Conference and Travel Guidance

c. Airline travel should be considered if it is the most cost effect or feasible method of travel due to mission requirements. Consider the overall time it would take to fly versus driving as well as total costs involved.

d. Personnel will book individual airline travel through DTS for federal travel and CALtravel-store for State travel.

e. Compare the cost of taking a shuttle or public transportation to the airport versus taking a POV and paying for parking. Depending on the distance, parking rates and length of trip, having someone take you to/from the airport or using shuttle/public transportation can save significant costs.

f. When TDY at Camp Roberts, Camp San Luis Obispo, Camp Parks, JFTB Los Alamitos or any military base, military personnel will make every attempt to stay on post.

11. The POC for this policy is LTC Jeff Kerns, Deputy J8, at 916-854-3736 or [Jeffery.kerns@us.army.mil](mailto:Jeffery.kerns@us.army.mil)



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