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OFFICE OF THE  
PRESIDENT

1 September 2016

**MEMORANDUM FOR CENTER FOR DEPLOYMENT PSYCHOLOGY, USUHS  
CDP CIVILIAN 1-WEEK TRAINING IN SUPPORT OF STAR BEHAVIORAL HEALTH PROVIDERS  
December 5-9, 2016 Charleston, South Carolina**

SUBJECT: Certification of Exemption from Conference Approval Guidance

TO WHOM IT MAY CONCERN RE: POTENTIAL DOD ATTENDEES

The above named event to be held December 5-9, 2016 at the Crowne Plaza Charleston has been approved as exempt from the Department of Defense Conference Guidance, Version 4.0 June 26, 2016. This regularly recurring USU-sponsored event does not exhibit indicia of a conference and is directly related to Department of Defense mission; this should not be considered a conference and a conference approval package is not required. Exemptions from conference guidance are granted sparingly and only when events fully meet the definition and intent of the criteria. The basis of the exemption for this event is "4. e. Formal classroom training." You may share this information with your prospective attendees.

This approval is contingent on continued attention to ensure the best use of government funds and adherence with all applicable policy. You are still expected to continue to apply strict scrutiny to ensure the best use of government funds and adherence with not only all applicable laws and policy, but the underlying spirit or principles, including ensuring that only personnel attend events who have a mission-essential need to do so, that expenses be kept to a minimum, and that participation in any associated social events be limited and restrained to the greatest degree practicable to avoid the appearance of impropriety. If you have any questions, please contact [Sylvia.Scherr@usuhs.edu](mailto:Sylvia.Scherr@usuhs.edu) or 301.295.1537.

Robert J. Thompson, Jr., COL (Ret)  
Chief of Staff, Office of the President

*Learning to Care for Those in Harm's Way*