



**UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES**  
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OFFICE OF THE  
PRESIDENT

28 April 2016

**MEMORANDUM FOR THE CENTER FOR DEPLOYMENT PSYCHOLOGY (CDP)**  
**Department of Medical and Clinical Psychology Uniformed Services University of the Health**  
**Sciences CDP Civilian 1-Week Training in Support of Star Behavioral Health Providers**  
*June 13-17, 2016 at the Columbus Athenaeum in Columbus, Ohio*

SUBJECT: Certification of Exemption from Conference Approval Guidance

TO WHOM IT MAY CONCERN RE: POTENTIAL DOD ATTENDEES

The following event, CDP Civilian 1-Week Training in Support of Star Behavioral Health Providers to be held June 13-17, 2016 at the Columbus Athenaeum in Columbus, Ohio, has been approved as exempt from the September 23, 2015 guidance, "Implementation of Updated Conference Oversight Requirements." This 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" and "4c Meetings necessary to carry out planning or execution of operational or operational exercise." You may share the information in this letter 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.

Charles L. Rice, MD, President