

# ATTENDANCE AT MEETINGS AND CONFERENCES

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## 1. Purpose

This directive establishes Department of Homeland Security (DHS) policy regarding attendance at meetings and conferences.

## 2. Scope

This directive applies to all DHS organizational elements, all DHS employees and to employees of contractors who provide services at DHS expense. Until such time as the DHS Office of the Chief Human Capital Officer establishes permanent, Department-wide policy regarding attendance at meetings and conferences, all DHS organizational elements may continue in force their existing policies and procedures with respect to this matter.

## 3. Authorities

This directive is governed by numerous public laws, including:

- A. 5 U.S.C., Section 301.

## 4. Definitions

- A. **Meeting or Conference**: A gathering of individuals on DHS-related subjects held outside of DHS and within or outside the United States.

## 5. Responsibilities

- A. **The Secretary** (or his/her designee) shall ensure that all DHS components comply with this directive and with any applicable laws and Executive Orders.
- B. **The Under Secretary for Management**, through the DHS Chief Human Capital Officer, shall be responsible for all aspects of this directive.
- C. **The appointed heads of DHS headquarters elements** shall serve as approving officials in DHS headquarters.

## 6. Policy & Procedures

A. **Policy:** It is the policy of DHS to encourage and support employee participation in meetings and conferences held outside DHS. Such events are excellent means to exchange and communicate ideas and knowledge. However, there is also a need to ensure that attendance at meetings and conferences is held to a prudent level, as prescribed in this directive.

Generally, an employee may attend a meeting or conference when:

1. The employee is selected to deliver a paper or to serve as a participant; and/or
2. Important issues relevant to the employee's job will be discussed and attendance will benefit the employee's subsequent job performance; and/or
3. Substantial professional advantage beneficial to DHS is expected.

B. **Procedures:**

1. Employees may request approval to attend meetings and conferences. These requests should be in writing and endorsed by the employee's immediate supervisor.
2. Before the request is presented to the approving official for action, certification of availability of funds must be made by the Office of the Chief Financial Officer.
3. Before approving any request for participation in meetings and conferences held outside of the United States, the approving official will request that the DHS Office of International Affairs recommend approval or disapproval of the request.

C. **Questions or Concerns Regarding the Process.** Any questions or concerns regarding this directive should be addressed to the Office of the DHS Chief Human Capital Officer.