



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

ATCC-RM

MAY 07 2012

MEMORANDUM FOR

Commanders, HHD and 1st – 8th Brigades USACC
Deputy Chiefs of General and Chiefs of Special Staff Offices, HQ USACC

SUBJECT: Policy Letter 12 - Payment of Fees (Honoraria) to Guest Speakers,
Lecturers, and Panelists

1. References:

a. OSD Memorandum, Subject: Payment of Fees for Guest Speakers, Lecturers,
and Panelists, dtd 3 April 2007.

b. DoD Financial Management Regulation Vol 10, Ch 12, para 1208, dtd July 2010

2. Purpose. To establish command policy on payments of fees (honoraria) for guest
speakers, lecturers, and panelists.

3. Scope. Provisions of this memorandum apply to all personnel assigned or attached
to the U.S. Army Cadet Command (USACC).

4. Background. In instances where a commander determines a guest speaker,
lecturer, or panelist fee is warranted in order to gain insight on a particular topic or
enhance a training event an honoraria fee may be paid to non government personnel
only (IAW references above).

5. The level of Cadet Command's approval authority for payment of fees to guest
speakers, lecturers, and panelists is up to \$2,000. All requests for Honoraria must first
be submitted to the DCS G8, USACC, on USACC Form 112 along with sufficient
justification for approval of the honorarium in question. The DCS G8 will then forward
the request to the CJA for concurrence prior to commitment of funds. Upon CJA
concurrence, brigade commanders may approve up to \$1,000. The Commanding
General is the approval authority for fees above \$1,000 up to \$2,000. Fee requests
higher than \$2,000 must be approved by CG, TRADOC prior to commitment of funds.

6. Honorarium. An honorarium is a payment in recognition of acts or professional
services for which custom or propriety forbids a price to be set.

a. Honoraria are intended for one-time events only.

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b. Honoraria are to be paid to guest lecturers employed in the private sector. They may not be paid to military service members or federal civilian employees. Military and federal civilian guest lecturers will receive only travel and per diem payments in accordance with the Joint Federal Travel Regulations (JFTR) for providing a visiting lecture.

c. Honoraria for multiple day events (more than two days) should be used only in exceptional circumstances. Generally, payment for multiple day events should be made through a technical service contract. A technical service contract should also be used if a department is using an individual more than once for the purpose of providing visiting lectures.

d. Honoraria shall not be used to defray travel expenses. These expenses shall be paid via an Invitational Travel Authorization (ITA).

e. Using Honoraria as payments for consulting and/or work and services is prohibited.

7. The proponent for this policy is the Deputy Chief of Staff, G8.



JEFFOREY A. SMITH
Major General, USA
Commanding