



DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF CHAPLAINS
2700 ARMY PENTAGON, RM 1D143A
WASHINGTON, DC 20310

REPLY TO
ATTENTION OF

DACH-RER

26 March 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction for the FY18 International Military Ethics Symposium (IMES '18), 28 July – 2 August 2018.

1. References.

- a. Joint Federal Travel Regulations, Volume 1, 1 October 2012.
- b. AR 165-1, Army Chaplain Corps Activities, 23 June 2015.
- c. AR 350-1, Army Training and Leader Development, 10 December 2017.

2. Purpose: This Memorandum of Instruction provides planning and execution guidance to selected uniformed service members, scholars, practitioners and interagency personnel to attend the FY18 International Military Ethics Symposium (IMES '18) held at the National Defense University (NDU) in Washington, DC. Travel days are Saturday/Sunday, 28 - 29 July, Wednesday/Thursday, 1 - 2 August. Symposium training will begin on Monday July 30, 2018 and conclude at 1630 EST on Wednesday, 1 August in Baruch Auditorium at Eisenhower Hall.

3. Intent: The United States Army Chaplain Corps and the Royal Army Chaplain's Department of the British Army wish to commemorate the centennial end of WWI while aligning the ethical community of practice between the allied forces. This symposium will increase interoperability and readiness across joint interagency, intergovernmental and multinational forces by strengthening moral reasoning and ethical decision-making in emerging strategic leaders.

4. Breakout Session Paper Instructions: All participants who wish to present papers may submit a 400 word abstract and a 100 word biography detailing their proposed paper topic. A refereed selection will be published in a final edited volume through the National Defense University Press. The paper topics can be found in the Call for Papers bulletin that is attached. (See Appendix A).

5. Breakout Sessions Instructions: All attendees are required to participate in the Breakout Sessions (BSS) that will begin each afternoon after the plenary speakers in the morning. Each BSS will be chaired by designated senior facilitators and assisted by deputy facilitators based on the number of attendees. BSS will actively discuss ethical

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challenges from the First World War and their continued effect on the contemporary professions of arms.

6. General Information:

DATES: 30 July - 1 August 2018

LOCATION: National Defense University, Washington, DC

ADDRESS: 300 5th Ave, Fort McNair, DC 20319

UNIFORM: Military dress uniform, (Class B)/ Civilians are business casual.

SYMPOSIUM STARTS: 0700 EST, Monday, 30 July 2018

SYMPOSIUM ENDS: 1630 EST, Wednesday, 1 August 2018

TRAVEL DAYS: 28/29 July- 1/2 August 2018

7. Air/Ground Travel: Attendees should fly into either Ronald Reagan Washington National Airport or Washington Dulles International Airport. All attendees are responsible for their own travel to and from the airport and the hotel. There is a TMP van that will pick up all VIPs to and from the airport, hotel and NDU. Due to the lack of parking throughout the DC area there will be buses that transports all attendees at hotel to and from Eisenhower Hall at NDU. Local attendees are also encouraged to ride on the buses that will depart from the hotel to eliminate parking issues at NDU.

8. Lodging: Attendees will be lodged at the Washington Marriott Metro Center, located at 775 12th St NW Washington, DC 20005. The hotel will be centrally-reserved as IMES '18. Upon arrival on 28/29 July, report to the front desk of the hotel and provide your name, credit card and form of ID for your room assignment. Check-in begins at 1600 hours on these days. Hotel billeting other than the Marriot Metro Center is not authorized.

9. Funding and Registration: Registration will open online on March 30, 2018. There is a \$30.00 nonrefundable registration fee. The registration will be broken up into 3 categories; Active Army, DOD others, (USAR, ARNG, USAF, USN, USMC and civilians) and Foreign Military Personnel. If you are a plenary speaker at the conference, you need to register under the Active Army option. OMA funding will be used to pay for lodging for active Army. DOD others will be covered under their own commands. Foreign military will receive a scholarship for at least \$400.00 upon completion of symposium up to the first 65 participates. The \$30.00 registration fee will cover the cost of welcome packets during the 3 symposium days. Everyone will pay separately for their box lunches, costing \$17.00 per day, \$51.00 over the symposium. The Monday night dinner that is for a limited amount of attendees will cost \$55.00 per plate. The Tuesday night reception at the British Embassy is tentatively planned.

10. Joint Federal Travel Regulations: As required by Joint Federal Travel Regulations, all travelers must justify their travel with a statement on their DD Form 1610 (Request

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and Authorization for TDY Travel of DOD Personnel). Input the justification statement when creating the authorization in the Defense Travel System. The statement must be verbatim, as follows: "IAW SECDEF memo, dated 14 Mar 2011, and JFTR/JTR Appendix I, Site Visit/Mission cannot be satisfactorily accomplished less expensively by correspondence, teleconference, web-based communications, or other appropriate means."

11. Arrival/Departure: Saturday or Sunday, 28/29 July, are the travel days for arrival. Early arrival is not authorized for personnel traveling from OCONUS. Beginning Monday morning, 30 July, IMES '18 commences at Baruch Auditorium in Eisenhower Hall, NDU. The expectation is that attendees will remain until the training concludes at 1630 EST on Wednesday, 1 August. Travel arrangement should begin the afternoon on Wednesday, 1 August.

12. Uniform Guidelines: While traveling TDY, the minimum level of appropriate civilian attire for Soldiers and civilians is business casual. During training, all military personnel (included foreign military), will be in their appropriate work uniform. Civilians will be in business casual. The dinner on Monday night is a formal event. Males will dress in a coat and tie with slacks, (no jeans). Females will wear formal dress or skirt with blouse.

13. The point of contact are CH (LTC) Grace Hollis Office: (703) 545-5316, iPhone (571) 215-1073; SFC Jason Gaulke Office: (703) 545-5313, iPhone (571) 217-4866 or CH (LTC) Boguslaw Augustyn Office: (703) 545-5312, and iPhone (571)225-1135. General inquires can be emailed to usarmy.pentagon.hqda-occh.mbx.occh-dach-rer@mail.mil.

FOR THE CHIEF OF CHAPLAINS:

1 Encl



TIMOTHY S. MALLARD
Chaplain (Colonel) U.S. Army
Director of Recruiting and Endorser Relations

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