DEPUTY SECRETARY OF DEFENSE

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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, PROGRAM ANALYSIS AND EVALUATION
DIRECTOR, NET ASSESSMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Payment of Fees for Guest Speakers, Lecturers, and Panelists

On January 5, 1995, the Deputy Secretary established a policy that fees paid by DoD organizations for individuals to conduct speeches, lectures, and presentations in amounts greater than $500 must be approved by the next higher organizational echelon.

In order to increase the Department's flexibility and ability to compete for individuals of higher caliber and expertise, the level of approval authority has been increased from $500 to $2,000.

It is understood that the intent of the original policy is still appropriate. DoD organizations remain responsible for ensuring that each payment is commensurate with the speaker's expertise and consistent with fiscal and federal regulations.

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