



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND  
204 1ST CAVALRY REGIMENT ROAD  
FORT KNOX, KENTUCKY 40121-5123

ATCC-RM (145-1b)

SEP - 5 2024

MEMORANDUM FOR

Commanders, All Units Reporting Directly to this Headquarters  
Deputy Chiefs of General Staff and Chiefs of Special Staff Offices, HQ USACC

SUBJECT: Policy Memorandum 8-3 – Payment of Fees (Honoraria) to Guest Speakers, Lecturers, and Panelists

1. References:

- a. United States Code Title 5, Part IV, Chapter 131, Section 13141 "Definitions" and Section 13143 "Outside Earned Income Limitation."
- b. OSD Memorandum, Subject: Payment of Fees for Guest Speakers, Lecturers, and Panelists, dtd 3 April 2007.
- c. Department of Defense Financial Management Regulation, DoD 7000.14-R. Volume 10 Chapter 12, Section 8.0: Payments of Fees for Guest Speakers, Lecturers, and Panelists, August 2023.
- d. Army Regulation 1-50, Army Conference Policy, Chapter 6, Section 6-5: Honorariums and Speaker Fees, dtd 29 February 2024.

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 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). 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.
- 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

ATCC-RM (145-1b)

SUBJECT: Policy Memorandum 8-3 – Payment of Fees (Honoraria) to Guest Speakers, Lecturers, and Panelists

federal civilian guest lecturers will receive only travel and per diem payments in accordance with the Joint Travel Regulations (JTR).

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 service contract. A service contract should also be used if a unit is using an individual more than once for the purpose of providing speeches, lectures, or panel participation.

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.

5. Policy. The level of Cadet Command's approval authority for payment of fees to guest speakers, lecturers, and panelists is up to \$2,000. Approval authorities are further delineated below.

a. **Honoraria up to \$1,000:** Brigade Commanders are the Brigade approval authorities for honoraria up to \$1,000. The USACC Chief of Staff is the approval authority for HQ Directorate requests for honoraria up to \$1,000.

b. **Honoraria greater than \$1,000 up to \$2,000:** The USACC Commanding General is the approval authority for all USACC honoraria above \$1,000 up to \$2,000.

c. **Honoraria greater than \$2,000:**

(1) IAW reference c, requests for honoraria higher than \$2,000 must be approved by the next higher organizational echelon. The US Army Recruiting Command (USAREC) Commanding General is the approval authority for USACC non-conference honoraria higher than \$2,000.

(2) IAW reference d, requests for conference-related honoraria higher than \$2,000 must be approved by the Vice Chief of Staff of the Army (VCSA). The signed approval to exceed the \$2,000 threshold must be completed prior to submitting a conference request.

6. Payment. All requests for honoraria payments must be submitted to USACC G8 on USACC Form 112 along with a memorandum justifying approval of the honorarium. The G8 will forward the request to USACC SJA for concurrence prior to commitment of funds. Payment of honoraria with the government purchase card (GPC) is not authorized. All honoraria will be paid by the G8 Budget Division through a miscellaneous payment (EFT).

ATCC-RM (145-1b)

SUBJECT: Policy Memorandum 8-3 – Payment of Fees (Honoraria) to Guest Speakers, Lecturers, and Panelists

---

7. The point of contact for this memorandum is Mr. Bill May, USACC G8, at (502) 624-4396, [william.w.may.civ@army.mil](mailto:william.w.may.civ@army.mil).



MAURICE O. BARNETT  
Brigadier General, USA  
Commanding