



**DEPARTMENT OF DEFENSE**  
**ARMED FORCES PEST MANAGEMENT BOARD**  
**OFFICE OF THE DEPUTY UNDER SECRETARY OF DEFENSE**  
**(INSTALLATIONS AND ENVIRONMENT)**  
**WALTER REED ARMY MEDICAL CENTER, FOREST GLEN SECTION**  
**WASHINGTON, DC 20307-5001**



January 29, 2009

MEMORANDUM FOR ARMED FORCES PEST MANAGEMENT BOARD MEMBERS,  
AGENCY & LIAISON REPRESENTATIVES, & ALTERNATES

SUBJECT: Travel Funding from the Armed Forces Pest Management Board (AFPMB)

The success of the AFPMB depends on the continued dedication and participation of its members and we are pleased to be in a position to provide financial support to some attendees. This memo updates the policy on whom the AFPMB will fund, and supersedes the 25 October 2007 policy memo on travel funding.

For regular AFPMB meetings, including the Tri-Service meeting, we may fund travel for the following attendees: AFPMB Chair; AFPMB Vice Chair; the chair and vice chair of each committee; AFPMB Council members (or alternate if the member is unable to attend); and guest speakers for lunchtime seminars. Additionally, at one meeting a year (usually the August meeting) we will fund personnel new to the AFPMB for an orientation program. We will not fund members of the Executive Committee as they have the option of conference call attendance. Please remember that you may participate in any AFPMB committee or Council meeting from your duty station via live streaming video from <http://www.afpmb.org/>.

All travel costs are subject to approval by the AFPMB Director and availability of funds. Recipients of AFPMB travel funds shall make every effort to stay in Navy Lodge Bethesda or other military billeting, and share rental cars. Committee chairs shall submit requests for travel funds to their committee's ex officio, and all others shall submit requests to the AFPMB Deputy Director. Please submit travel requests no later than 30 days prior to the Board meeting.

Stanton E. Cope, PhD  
Captain, Medical Service Corps, U.S. Navy  
Director