

# Reclamation Manual

## Directives and Standards

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### Reclamation-Hosted Conference Memorandum Requesting Deputy Commissioner Approval

**Mail Code**

ADM-10.00

#### MEMORANDUM

To: Deputy Commissioner – **Operations (to the Deputy Commissioner the host reports to)**

From: **(Name)**  
Reclamation Leadership Team Member

Subject: Approval for **(insert name of conference)** Conference, Site, and Associated Travel

In accordance with the requirements in Reclamation Manual Directive and Standard, *Approval and Reporting for Conferences Hosted, Attended, or Co-Sponsored by Bureau of Reclamation Employees* (ADM 04-01), I request your signatory approval to host the Bureau of Reclamation's **(name of conference)** involving approximately **(insert total number of attendees)** participants. Approximately **(insert number of Federal employees)** are Federal employees of which **(insert number of Federal employees or Reclamation invitational travelers that will incur travel expenses)** are anticipated to incur travel expenses to attend this conference.

***The request for approval must address the following:***

- title and date of proposed conference;
- purpose and objective of conference (what is conference intended to achieve and how does it support Reclamation's mission);
- description of efforts made to host conference at a government-owned facility and, if government facility is not selected, a detailed justification why a government facility will not be suitable (note: absence of planning to secure a Federal facility and lack of availability due to lack of planning is not sufficient rationale) (see <http://fedmeetingspace.cfo.gov/> for a catalog of facilities);
- description of the research conducted by the hosting office of proposed facilities<sup>1</sup> and justification for proposed selection<sup>2</sup> (e.g., hotel for conference facilities, hotel for employee lodging, government facility, etc.);

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<sup>1</sup>When non-government meeting rooms or lodging accommodations are being proposed, you must ensure that the public facilities meet the fire prevention and control provisions of 15 U.S.C. § 2225a or that a waiver is being requested in accordance with 41 CFR 301-16.3(b)(2), and include the quoted statement in your memorandum.

<sup>2</sup>These factors (i.e., hotel for conference facilities, hotel for employee lodging, government facility, etc.) cannot be used for justification of a meeting location with an estimated cost of over \$25,000. Consult the Acquisitions and

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- statement that conference lodging is within per diem;
- description of the process used to complete the *Department of the Interior Multiple City Cost Analysis Worksheet* (see Appendix D of ADM 04-01);
- whether speakers will be invited and an explanation of their expected contribution to the objectives of the conference;
- whether speakers will be paid and, if so, is the fee appropriate and how their credentials were verified;<sup>3</sup>
- if a cost comparison was conducted in evaluating potential contractors for the conference;
- whether meals/food will be provided (if food will be provided, must state in this memorandum that conference participants will be notified of the appropriate deductions that need to be made to their per diem for food provided at conference);
- a statement that attendees will be notified in writing that they must designate the purpose of their trip as “Conference Attendance” or “Mission (Operational)” in the automated travel system;
- source of funding for conference facilities; and
- source of funding for travel.

Please sign Attachment 3 approving our request

Attachments – 4 (Must reference attachments in the body of the memorandum)

*Memorandum must have the following documents attached:*

1. Draft conference agenda.
2. *Department of the Interior Multiple City Cost Analysis Worksheet* (see Appendix D of ADM 04-01).
3. [\*Department of the Interior Checklist for Evaluation of Proposed Conference\*](#) (see Appendix E of ADM 04-01 for instructions to complete this form).
4. *Department of the Interior Conference Attendee Cost Worksheet* (see Appendix F of ADM 04-01).
5. Any waivers for prohibited expenses.

**NOTE: No contractual commitments will be incurred to plan, host, or attend a Reclamation-hosted conference until such conference is approved by the Deputy Commissioners’ Group in accordance with the requirements in ADM 04-01.**

cc: 91-10000 (Quint, Rice), 92-00000 (Oates, Thompson), 92-40000 (Aaron, Meredith), 94-00000 (Payne), 94-00010 (Brynda); 96-00000 (Coleman, Palumbo)

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Assistance Management Division for limitations and/or other acquisition requirements. (see Federal Acquisition Regulation 6.304)

<sup>3</sup> For the purposes of this D&S, credential verification means that the speaker provides supporting documentation as to his/her qualifications as a subject matter expert on the topic s/he is presenting to the conference audience; e.g., research papers, educational diplomas/transcripts, published books, references. This is not required for Reclamation speakers.

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84-27722 (KAllcorn-Reclamation Travel Lead), 84-27800 (Terrell – AAMD Manager),  
84-50000 (Gille, Gonzales), 84-52000 (Kunkel-Shields), 84-52100 (Karlovits, Rizzi,  
Shepet, Swanson)  
(w/att to each)

other ccs determined by the originating office