

Reclamation Manual

Directives and Standards

Co-Sponsor Memorandum

Mail Code
ADM-10.00

MEMORANDUM

To: Deputy Secretary

Through: (Name)
Assistant Secretary – Water and Science

From: (Name)
Commissioner

Subject: Approval for Co-Sponsorship of (insert name of conference) Conference

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 co-sponsor (insert name of conference) with (insert name of co-sponsoring entity). This conference will involve approximately (insert total number of attendees) participants. Approximately (insert number of Reclamation employees) are Reclamation employees.

The request for approval must address the following:

- title, date, and location of proposed conference;
- purpose and objective of conference (what is conference intended to achieve and how does it support Reclamation's mission);
- the following statement if conference expenses are \$100,000 or more: "Physical co-location of Federal employees in a conference setting is a necessary and cost-effective means to carry out the Bureau of Reclamation's mission."
- names of co-sponsors and explanation of their mission;
- amount of the sponsorship;
- explanation of why Reclamation is co-sponsoring this conference and the benefits expected to be gained by the Department of the Interior, Reclamation, and the funders (e.g., taxpayers, customers);
- any history of sponsorship with this entity;
- how attendees were identified/selected to attend;

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- a statement that the approval for attendance at the conference is within authorized per diem rates and that attendance will not be approved for any attendee above such rates;
- a statement that attendees will be notified in writing that they must designate the purpose of their trip as “Conference Attendance” in the automated travel system; and
- source of funding.

Please sign Attachment 2 approving our request.

Attachments – 3 (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 Checklist for Evaluation of Proposed Conference*](#) (see Appendix E of ADM 04-01 for instructions to complete this form).
3. *Department of the Interior Conference Attendee Cost Worksheet* (see Appendix F of ADM 04-01).

NOTE: No contractual commitments will be incurred to plan, co-sponsor, or attend a Reclamation co-sponsored conference until such co-sponsorship is approved by the Deputy Secretary, in accordance with the requirements in ADM 04-01.

bc: Secretary’s Surname

Deputy Assistant Secretary – Budget, Finance, Performance & Acquisition

AS/WS

ES

PFM

91-10000 (Quint, Rice), 92-00000 (Oates, Thompson), 92-40000 (Aaron, Meredith),

94-00000 (Payne), 94-00010 (Brynda), 96-00000 (Coleman, Palumbo)

81-10400 (Armani)

(w/att to each)

other bcs determined by the originating office