

# Reclamation Manual

## Directives and Standards

### Conference Annual Plan Reporting Procedures

#### Annual Plan Reporting Process (ADM 04-01 Paragraph 3.A.(2))

##### 1. Request for Annual Plan Updates

- a. The Bureau Conference Coordinator (BCC) will request for all Directorate Conference Coordinator (DCC) to prepare the upcoming fiscal year Annual Plan by October 1<sup>st</sup> each fiscal year (FY) for submission to the Department by October 31<sup>st</sup>.
- b. For quarterly updates, the BCC will request the DCCs to submit updates to the Annual Plan by December 15<sup>th</sup>, March 15<sup>th</sup>, and June 15<sup>th</sup> each FY for submission to the Department of the Interior 15 day at the close of the quarter.

##### 2. Region / Directorate Update Submission Process.

- The DCCs will submit the Annual Plan and Quarterly update in Document Tracking System (DTS), with Reclamation Leadership Team (RLT) surname, to the BCC by the deadlines outlined above.
- The DCCs will coordinate and submit the periodic update to the BCC.

##### 3. Finalizing Reclamation Annual Update. The BCC consolidates the Annual updates provided by the Region/Directorate into the Final Annual Plan of each conference type for FY (*Conference Annual Plan/Quarterly Update*, Appendix A). The following actions then takes place to finalize each Annual Plan update:

- a. **Externally Hosted Conferences.** After each data call for an Annual Plan update, the BCC will consolidate the list of externally hosted conferences that are expected to have an estimated cost of \$25,000 or more.
  - The BCC is the principal point of contact (PPOC) for the DCC in each office/region for externally hosted conferences.
  - The BCC will report these conferences on the *Department Conference Activity and Spending Plan* (Appendix B).
  - BCC consolidates the Annual Update provided by DCCs into Appendix A.
  - The BCC coordinates with the Deputy Commissioners' Group to review the Annual Plan.
  - Once approved, the BCC finalizes the Annual Plan for submission.

# Reclamation Manual

## Directives and Standards

b. **Reclamation Hosted Conferences.** After each request for an Annual Plan update, the BCC consolidates the list of Reclamation hosted conferences that are expected to have an estimated cost of \$25,000 or more. The BCC will report these conferences on the Appendix B. The BCC is the PPOC for the DCC in each office/region for Reclamation hosted conferences.

- BCC consolidates the information from the Annual Update provided by DCCs into Appendix A.
- The BCC will coordinate with the Deputy Commissioners' Group review of the Annual Plan for approval.
- Once approved, the BCC revises the Annual Plan accordingly.

c. **Sponsorships.** After each data call for an Annual Plan update, the BCC consolidates the list of Reclamation Sponsored conferences with a net cost of \$20,000 or more. The BCC reports these sponsorships on Appendix B. The BCC is the PPOC for the DCC in each office/region for Reclamation sponsored conferences.

- BCC consolidates the information from the Annual Update provided by DCCs into Appendix A.
- The BCC will coordinate with the Deputy Commissioners' Group review of the Annual Plan for approval.
- Once approved, the BCC revises the Annual Plan accordingly.

#### 4. **Reclamation Annual Plan and Quarterly Update Submission Process.**

- BCC consolidates all conferences approved by the Deputy Commissioner's Group.
  - The BCC submits the Annual Plan or Quarterly Updates to the Reclamation Chief Financial Officer, Deputy Ethics Counselor for Reclamation, and the Office of the Inspector General.
- ⇒ The BCC will determine the surname routing at the time of review, approval, and submission.