

Reclamation Manual

Directives and Standards

Conference Approval Levels and Reporting Matrix

Approval Levels (Approval Package Checklist Appendix E)		BOR Annual Plan Reporting (Annual and Quarterly)			DOI Annual Plan Reporting (Annual and Quarterly)			Approval Package				Post Conference Reporting (Actual Cost)	
		Externally Hosted	Reclamation Hosted	Sponsorship	Externally Hosted	Reclamation Hosted	Sponsorship	External and Reclamation Hosted	Timeline for Approval Prior to Start of Conference for External and Reclamation Hosted	Sponsorship	Timeline for Approval Prior to Start of Conference for Sponsorship / Co-sponsorship	Externally Hosted	Reclamation Hosted
\$10,000 or Less		Reporting Required (\$01 or More)	Reporting Required (\$01 or More)	Reporting Required (\$01 or More)	Reporting Not Required (\$25K or less)	Reporting Not Required (\$25K or less)	Reporting Not Required (\$20K or less)	<input type="checkbox"/> RLT Member ¹ (\$01 - \$10K)	Approved on the Annual Plan / Quarterly Updates	<input type="checkbox"/> Reclamation CFO <input type="checkbox"/> Appropriate RLT Member (\$01 - \$20K)	Conference Approval Package 30 days (\$01 - \$20K)	Reporting Required ² (\$01 - \$100K)	Reporting Required ¹ (\$20K or less)
\$10,001 to \$20,000								<input type="checkbox"/> Appropriate RLT Member (\$10K - \$20K)	Conference Approval Package 30 days (\$10K – \$300K)	<input type="checkbox"/> Deputy Secretary <input type="checkbox"/> AS-PMB <input type="checkbox"/> Department Deputy CFO <input type="checkbox"/> AS-WS <input type="checkbox"/> Reclamation CFO <input type="checkbox"/> Appropriate RLT Member (\$20,001 to \$500,000)	Conference Approval Package 60 days (\$20,001 to \$500,000)		
\$20,001 to \$75,000					<input type="checkbox"/> Reclamation CFO <input type="checkbox"/> Appropriate RLT Member (\$20K - \$75K)	<input type="checkbox"/> AS-WS <input type="checkbox"/> Reclamation CFO <input type="checkbox"/> Appropriate RLT Member (\$75K - \$150K)							
\$75,001 to \$150,000					<input type="checkbox"/> Department Deputy CFO <input type="checkbox"/> AS-WS <input type="checkbox"/> Reclamation CFO <input type="checkbox"/> Appropriate RLT Member (\$150K - \$300K)		NOTE: Prepare approval package in accordance with Appendix H						
\$150,001 to \$300,000					Reporting Required (\$25K or more)	Reporting Required (\$25K or more)		Reporting Required (\$20K or more)	<input type="checkbox"/> Secretary <u>or</u> Deputy Secretary <input type="checkbox"/> AS-PMB <input type="checkbox"/> Department Deputy CFO <input type="checkbox"/> AS-WS <input type="checkbox"/> Reclamation CFO <input type="checkbox"/> Appropriate RLT Member (\$300K - \$500K)	Conference Approval Package 60 days (\$300K - \$500K)	Reporting Required <input type="checkbox"/> OIG <input type="checkbox"/> PFM (\$20K or More)		
\$300,001 or \$500,000					Reporting Required (\$25K or more)	Reporting Required (\$25K or more)	Reporting Required (\$20K or more)	<input type="checkbox"/> Secretary <input type="checkbox"/> Deputy Secretary <input type="checkbox"/> AS-PMB <input type="checkbox"/> Department Deputy CFO <input type="checkbox"/> AS-WS <input type="checkbox"/> Reclamation CFO <input type="checkbox"/> Appropriate RLT Member (\$500K or More)	Conference Approval Package <input type="checkbox"/> 90 days for Secretarial Waiver <u>and</u> <input type="checkbox"/> 60 days for attendance approval (\$500K or More)	Conference Approval Package <input type="checkbox"/> 90 days for Secretarial Waiver <u>and</u> <input type="checkbox"/> 60 days for attendance approval (\$500K or More)		Conference Approval Package <input type="checkbox"/> 90 days for Secretarial Waiver <u>and</u> <input type="checkbox"/> 60 days for attendance approval (\$500K or More)	<input type="checkbox"/> All conference exceeding \$500,000 are reported to the PFM and OIG with the conference description and Secretarial Waiver Approval posted on website
\$500,000 or More													
<div></div>	Required												
<div></div>	Not Required												

Required
Not Required

¹ Conferences under 10K are approved by surname at the submission of the Annual plan or quarterly update.

² For conferences with an actual cost exceeding 10% of the estimated cost or exceeds into the next approval threshold are sent to the Bureau Conference Coordinator (BCC) 7 days after the conclusion of the conference to include with the official conference record and reported to Reclamation's CFO.

³ All conference, including this approval level, exceeding 10% of the estimated cost of the original conference approval package are reported to Reclamation's CFO. Actual costs for all conferences are sent to the Bureau Conference Coordinator (BCC) 7 days after the conclusion of the conference.