

Reclamation Manual

Directives and Standards



United States Department of the Interior

BUREAU OF RECLAMATION
Washington, DC 20240



IN REPLY REFER TO:

86-61000
1.1.01

VIA ELECTRONIC MAIL ONLY

Memorandum

To: Secretary
Principal Deputy Assistant Secretary – Policy,
Management and Budget
Exercising the delegated authority of the Assistant Secretary
for Policy, Management and Budget
Deputy Chief Financial Officer, Department of the Interior
Assistant Secretary
for Water and Science
Commissioner
Chief Financial Officer

From: (Name Responsible Reclamation Leadership Team Member)
(Title)

Subject: Secretarial Waiver to Attend the *(Conference Title)* *(Date of Conference)*, *(City, State)*

- ☐ *(The rationale for considering the proposed conference as having exceptional circumstances or compelling purpose;)*
- ☐ *(Demonstration that the conference is the most cost-effective option to meet mission needs; and)*

Reclamation Manual

Directives and Standards

- ☐ *(The signature of the bureau/office chief acquisition officer who has reviewed and validated that all plan contracting actions are compliant with Federal Acquisition Regulations, as appropriate.)*

Please sign Attachment (X) approving our request.

If you have questions regarding this request, *(POC Name, e-mail, phone)* or *(BCC name, e-mail, phone)*.

Attachments

cc: ASWS (ASWSLiaison, KRae)
91-10000 (CommissionrEA, STorpey), 94-00000 (GPayne), 94-00000 (AShepet),
96-00000 (DPalumbo, JColeman, MMAucieri)
84-27000 (HMorrow, SDeMarco), 84-27400 (AHartman, LGarcia),
84-27430 (DOwen, MAFitch, THarvey acting)
(Add additional ccs as appropriate)
(w/att to each)