Memorandum

To: Deputy Secretary

Through: Timothy R. Petty, Ph.D.
        Assistant Secretary
        for Water and Science

From: Brenda Burman
        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:

Meeting Title: Title of proposed conference.

Location: Location of proposed conference.

Date: Date of proposed conference.

Purpose: Purpose and objective of conference (what is conference intended to achieve and how does it support Reclamation’s mission).

Costs: The following statement if conference expenses are $100,000 or more: “Physical colocation of Federal employees in a conference setting is a necessary and cost-effective means to carry out the Bureau of Reclamation’s mission.”

Co-sponsors: Names of co-sponsors and explanation of their mission.
Reclamation Manual
Directives and Standards

Reclamation Sponsorship: Amount of Reclamation’s sponsorship.

Explanation of Reclamation’s 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).

History: Any history of sponsorship with this entity.

Attendees: How attendees were identified/selected to attend.

Per Diem: 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.

Trip Purpose: 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.

Funding: Identification of funding source.

Please sign Attachment 2 approving our request. If you have questions regarding this request, please contact [insert the POC for this conference package] at ###-###-###.

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 D of ADM 04-01).
3. Bureau of Reclamation Conference Attendee Cost Worksheet (see Appendix E of ADM 04-01).

NOTE: A Note to Reviewers (Appendix L) must be included in the package but is not considered an attachment to this memorandum.

NOTE: No contractual commitments will be incurred to co-sponsor a conference costing $10,000 or more until such co-sponsorship is approved by the Deputy Secretary, in accordance with the requirements in ADM 04-01.

cc: Secretary’s Surname
    Deputy Secretary
    AS-PMB
AS/WS
ES
PFM
91-10000, 92-00000, 92-40000, 94-00000, 94-00010, 96-00000, 94-00000
(w/att to each)

Other ccs determined by the originating office.