

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: 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: Approval to Attend the (Conference Title) (Date of Conference), (City, State)

In accordance with the requirements in Reclamation Manual Directives and Standards, *Approval and Reporting for Conferences Hosted, Attended, or Co-Sponsored by Bureau of Reclamation Employees* (ADM 04-01), I request your signatory approval for the attached Bureau of Reclamation (Reclamation) personnel to attend the (Conference Title).

Please include the following information:

- ☐ (The name, date, and location of the conference;)
- ☐ (The name of hosting entity;)

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- ☐ *(The estimated total amount of conference cost, number of attendees – Attach Attendee List/Const Estimate;)*
- ☐ *(Any benefits and/or services provided in return for the any participation in the conference program (e.g., free attendance by some number of attendees, free meals, etc.);*
 - ☐ *A Bureau of Reclamation ethics official must be consulted regarding any benefits and/or services provided in return for participation.);*
- ☐ *(Address specific requirements, recommendations for attendees such as deducting provided meals, use of other modes of transportation at the temporary duty station, restrictions related to COVID and other safety protocols, etc.)*

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 (CommissionerEA, STorpey), 94-00000 (GPayne), 94-00000 (AShepet),
96-00000 (JColeman, MMAucieri, DPalumbo)
84-27000 (DDenham acting, SDeMarco), 84-27430 (LGarcia, HMMorrow),
84-27430 (AHartman, DOWen, MAFitch), 84-27722 (KAllcorn), 84-27800 (DTerrell),
86-68000 (RLaFond, KLeedom), 86-60000 (DRaff), 86-61000 (MSpiker, MCase)
MB-1000 (BEsplin, TCurrid), UCB-100 (WPullan), UCB-312 (RSchellhammer), LCB-1000 (JGould),
LCB-1142 (ERWilson), CPN-1000 (Skordas acting), CPN 1001 (LSwanson), CGB-100 (EConant)
CGB-105 (KOsborn)
(w/att to each)