

Reclamation Manual

Directives and Standards

Externally-Hosted Conference Package Checklist

ALL cost numbers in the *Memorandum Requesting Department Approval (Appendix G)* and ALL attachments must be *exactly* the same down to the last cent but may be rounded to the nearest \$100 for the purposes of displaying cost estimates to request approval.

Also, please ensure ALL attendee numbers are *exactly* the same across the *Memorandum Requesting Department Approval (Appendix G)*, *Conference Attendee Cost Worksheet (Appendix E)*, and ALL attachments.

DEADLINE: If you are trying to secure early bird registration rates, the package must be submitted to PMB 60 days before early bird registration ends. This means the package should make it to Reclamation's Washington Office 90 days in advance of the conference.

Appendix D - DOI Checklist for Evaluation of Proposed Conference (Word):

- Bureaus Participating: Lead Bureau is Reclamation. Other blocks remain blank.
- Conference Planner: Reclamation's contact person
- Confirm Estimated Number of Participants against the *Conference Attendee Cost Worksheet (Appendix E)*
- Estimated Cost: Confirm totals against *Conference Attendee Cost Worksheet (Appendix E)*
- Confirm correct spelling and titles of signers
- General Conference Review: Each line should be checked Yes, No, or N/A in the comments

Appendix E - Conference Attendee Cost Worksheet (Excel):

- Note number of attendees. This number will transfer to the *DOI Checklist for Evaluation of Proposed Conference (Appendix D)* and the *Memorandum Requesting Department Approval (Appendix G)*.
 - Federal Employees
 - Invitational Travelers
 - Local Employees
 - Attendees incurring no cost to government
- Check to make sure Per Diem rate column calculations are accurate (Use full day numbers for travel days)
 - Check the rate for the city
 - If *Memorandum Requesting Department Approval (Appendix G)* notes that meals are included, subtract from per diem reimbursement.
 - Confirm total Lodging/M&IE information for the *different* number of days *each* individual is attending is correct for all locations (include taxes as needed). i.e., confirm all participants with the same number of nights lodging have identical M&IE
 - Check that not all attendees have rental cars.
 - Ensure a participant has money allocated for *Other Mode of Transportation to TDY location*.
 - Confirm totals. These numbers will transfer to the *DOI Checklist for Evaluation of Proposed Conference (Appendix D)*.

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- Confirm all travel fees (column 10) are reported.
- Confirm any agent travel change fees (column 10) are reported.
- Confirm luggage fees (column 10) are reported.
- If a rental car is rented, ensure gas is reported (column 8).
- Ensure any taxi, airport parking, shuttle, or other fees are reported (column 12), and identified (column 13).
- Do not use "TBD" for attendees, a specific person needs to be named
- Ensure one of the 10 Department of the Interior Secretarial Priorities has been selected to justify each attendee's participation at the conference. The options are: conservation stewardship, sustainable development, restore trust, tribal sovereignty, increase revenues, protect people and the border, regulatory balance, modernize infrastructure, departmental reorganization, and achieve goals and lead team.
- Ensure acceptable roles are listed for all individuals in the "Conference Role" column on the Attendee Cost Worksheet. The options are:

- Presenter
- Panelist
- Moderator
- Officer (for that particular conference)
- Professional Development for new manager
- Active role in side policy discussions
- Active role in scheduled side meetings
- Exhibitor

Do not use "attendee", "networking", "member," or "market research", "Continuing education" is allowed if it is truly an opportunity to receive CEU or CLE credit. There could be other specific roles if care is taken in actually describing the purpose or the link to the topic of the conference.

Appendix G - Externally-Hosted Conference Memorandum Requesting Department Approval (Word):

- Check content against *Memorandum Requesting Department Approval (Appendix G)* template.
- Avoid using the terms "networking" or "collaboration." Instead, justify conference attendance with technical and/or mission-related reasons. Focus on what attendees will learn and cite the specific secretarial priorities the conference is helping Reclamation achieve.
- Confirm information against all attachments
 - Federal Employees in attendance
 - Invitational Travelers in attendance
 - Local Employees in attendance
 - Attendees incurring no cost to government

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- Date
- Travel Cost
- Admin costs
- Total costs
- Location
- Confirm the correct spelling and titles of addressees/signers
- Ensure routing at bottom of page is correct
- Have the *Memorandum Requesting Department Approval* proof read and ensure referenced attachments point to correct documents.

Appendix L - Note to Reviewers (Word):

Ensure a Note to Reviewers is included in the package. It is now a requirement of ASWS and PFM.