

Reclamation Manual

Directives and Standards



Checklist for Evaluation of Proposed Conference

Bureau(s) / Office(s) Participating: Lead and Others to Participate:	Lead Bureau	Other Bureau	Lead Office	Other Office
Name and Contact Information of Conference Planner:	Contact Name	Contact Email	Contact Phone	
Conference Title/Subject:				
Location - City/State and Facility:				
Date(s):	Click or tap to enter a date.			
Purpose/Objective:				
How is this conference listed in your annual plan?	Choose an item.			
Estimated Number of Participants (Total/DOI):				
Estimated Cost (Include Cost Analysis Worksheet)				
Registration/Conference	Travel	Sponsorship	Other	Total

General Conference Review

1.	Have attendees recently attended similar conferences? Note redundancy vs. supplementary / complimentary event.	Yes	No	Comments
2.	Have the appropriate attendees been selected? (minimum necessary to complete mission)	Yes	No	Comments
3.	Is the location within allowable per diem limits?	Yes	No	Comments
3a.	If not, have all requirements to authorize the conference lodging allowance been completed? (Include waiver)	Yes	No	Comments
4.	Will meals be provided at conference? If so provide details and justification.	Yes	No	Comments
4a.		Yes	No	Comments

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	Have appropriate procedures to decrease per diem for provided meals been put in place?			
5.	Is the length and content of conference appropriate? (Include agenda)	Yes	No	Comments
6.	Do the conference and associated sponsorship meet acquisition and legal requirements? (i.e., have appropriate solicitor and/or acquisition personnel been consulted?)	Yes	No	Comments
7.	Has pre-approval been granted for sponsorship, membership, support, or cooperative agreements? (include approval)	Yes	No	Comments
8.	Are other DOI bureaus attending? Include acronyms in comment section.	Yes	No	Comments

Hosted or Co-Hosted Conference Planning

(Disregard this section if not hosting)

9.	Were alternative conference locations considered? (Include cost comparison with at least three alternative locations)	Yes	No	Comments
10.	Was least costly location selected? If not, provide justification.	Yes	No	Comments
11.	Was a government facility selected? If not, provide justification.	Yes	No	Comments
12.	Is fee or cost appropriate for conference venue?	Yes	No	Comments
13.	Was the use of video-conferencing technology considered for this conference?	Yes	No	Comments
14.	Is a meeting/event planner to be used; at what cost?	Yes	No	Comments
15.	Was review completed to ensure planner does not receive kick-back?	Yes	No	Comments
16.	Are the fees paid to speakers appropriate?	Yes	No	Comments
17.	Are speakers appropriate for objective of conference?	Yes	No	Comments
18.	Were speaker's credentials verified and suitability checked?	Yes	No	Comments

<input type="checkbox"/>	\$75,000.01 TO \$150,000.00	SUBMITTED 30 DAYS PRIOR TO CONFERENCE DEADLINES (DEPARTMENT
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		DEPUTY CHIEF FINANCIAL OFFICER)
<input type="checkbox"/>	\$150,000.01 to \$300,000.00	SUBMITTED 30 DAYS PRIOR TO CONFERENCE DEADLINES (ASSISTANT SECRETARY – POLICY, MANAGEMENT AND BUDGET)
<input type="checkbox"/>	OVER \$300,000.00	SUBMITTED 60 DAYS PRIOR TO CONFERENCE DEADLINES (SECRETARY OF THE INTERIOR
<input type="checkbox"/>	HOSTED CONFERENCE – OVER \$20,000.00	REPORT ACTUAL COSTS AND ATTENDANCE TO OIG
<input type="checkbox"/>	EXTERNAL CONFERENCE – OVER \$100,000.00	REPORT ACTUAL COSTS AND ATTENDANCE TO OIG
Reviewer Name		Reviewer Signature
Bureau/Office Director		Bureau/Office Director Signature
Assistant Secretary / Deputy Assistant Secretary Name		Assistant Secretary / Deputy Assistant Secretary Signature
Confirmation of timely submission <input type="checkbox"/>		Confirmation of post-conference <input type="checkbox"/> reporting requirements
Audit Management (AM) Reviewer		Audit Management Reviewer Signature
AM Division Chief		AM Division Chief Signature
PFM Division Director and Deputy Chief Financial Officer (up to \$150K)		PFM Division Director and Deputy Chief Financial Officer Signature
Assistant Secretary Policy, Management and Budget Approval/Concurrence Signature (up to \$300K)		Assistant Secretary Policy, Management and Budget Disapproval/Non-Concurrence Signature
Secretary Approval Signature (over \$300K)		Secretary Disapproval Signature