

Reclamation Manual

Directives and Standards

Conference Package Development and Routing List

Below is a guide to the DTS routing process and documents that must be included in Reclamation-hosted, externally-hosted and co-sponsored conference packages that are developed for Deputy Secretary or AS-PMB approval.

Reclamation-Hosted Conference

Include the following documents in your package:

1. *Reclamation-Hosted Conference Memorandum Requesting Department Approval* (see Appendix B of ADM 04-01).
2. Draft conference agenda.
3. *Department of the Interior Multiple City Cost Analysis Worksheet* (see Appendix C of ADM 04-01).
4. *Department of the Interior Checklist for Evaluation of Proposed Conference* (see Appendix D of ADM 04-01).
5. *Bureau of Reclamation Conference Attendee Cost Worksheet* (see Appendix E of ADM 04-01).
6. Any waivers for prohibited expenses.
7. *Note to Reviewers* (see Appendix L of ADM 04-01).

When finished, you are required to use the *Reclamation-Hosted Conference Package Checklist* (see Appendix N of ADM 04-01) to verify your package. All items must be checked prior to submission. Next, send your package to the ICC for a preliminary review.

When the preliminary review has been completed, enter the conference package into DTS with the following routing:

1. Directorate Conference Coordinator (DCC) places External Conference Coordinator (ECC) as addressee in DTS and surnames the package.
2. Conference Contracting Officer (CCO) surname.
3. Hosting Reclamation Leadership Team (RLT) member surname.
4. Internal Conference Coordinator (ICC) for appropriate action.
5. Director of Mission Support Organization (MSO) for appropriate action.
6. External Conference Coordinator (ECC) for appropriate action. The remaining routing will then be added by the ECC.

Externally-Hosted Conference

Include the following documents in your package:

1. *Externally-Hosted Conference Memorandum Requesting Department Approval* (see Appendix G of ADM 04-01).

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2. Draft conference agenda.
3. *Department of the Interior Checklist for Evaluation of Proposed Conference* (see Appendix D of ADM 04-01).
4. *Bureau of Reclamation Conference Attendee Cost Worksheet* (see Appendix E of ADM 04-01).
5. Any waivers for prohibited expenses.
6. *Note to Reviewers* (see Appendix L of ADM 04-01).

If Reclamation is attending an externally-hosted conference that Reclamation is also co-sponsoring at a cost \$10,000 or more, a copy of the Deputy Secretary's approval for Reclamation to co-sponsor the conference should be submitted with the conference package.

When finished, you are required to use the *Externally-Hosted Conference Package Checklist* (see Appendix M of ADM 04-01) to verify your package. All items must be checked prior to submission. Next, send your package to the ECC for a preliminary review.

When the preliminary review has been completed, enter the conference package into DTS with the following routing:

1. Directorate Conference Coordinator (DCC) under the External Conference Attendance Approving Official (ECAAO) places External Conference Coordinator (ECC) as addressee in DTS and surnames the package.
2. ECCAO/Reclamation Leadership Team (RLT) member surname.
3. External Conference Coordinator (ECC) for appropriate action. The remaining routing will then be added by the ECC.

Co-sponsored Conference

Include the following documents in your package:

1. *Co-sponsorship Memorandum Requesting Deputy Secretary Approval* (see Appendix I of ADM 04-01).
2. Draft conference agenda.
3. *Department of the Interior Checklist for Evaluation of Proposed Conference* (see Appendix D of ADM 04-01).
4. *Bureau of Reclamation Conference Attendee Cost Worksheet* (see Appendix E of ADM 04-01).
5. Any waivers for prohibited expenses.
6. *Note to Reviewers* (see Appendix L of ADM 04-01).

When finished, you are required to use the *Externally-Hosted Conference Package Checklist* (see Appendix N of ADM 04-01) to verify your package. All items must be checked prior to submission. Next, send your package to the ECC for a preliminary review.

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When the preliminary review has been completed, enter the conference package into DTS with the following routing:

1. Directorate Conference Coordinator (DCC) places External Conference Coordinator (ECC) as addressee in DTS and surnames the package.
2. Reclamation Leadership Team (RLT) member surname.
3. External Conference Coordinator (ECC) for appropriate action. The remaining routing will then be added by the ECC.

Recurring Conference Using Streamlined Conference Package

1. *Streamlined Process Memorandum for Approval* (see Appendix R of ADM 04-01).
2. Draft conference agenda.
3. *Bureau of Reclamation Conference Attendee Cost Worksheet* (see Appendix E of ADM 04-01).
4. Any waivers for prohibited expenses.
5. *Note to Reviewers* (see Appendix L of ADM 04-01).

When finished, use the *Streamlined Conference Package Checklist* (see Appendix S of ADM 04-01) to verify your package. All items must be checked prior to submission. Next, send your package for a preliminary review to the ICC or ECC (depending on what type of conference it is).

When the preliminary review has been completed, enter the conference package into DTS with the following routing depending on what type of conference it is:

- Reclamation-hosted:
 1. Directorate Conference Coordinator (DCC) places External Conference Coordinator (ECC) as addressee in DTS and surnames the package.
 2. Conference Contracting Officer (CCO) surname.
 3. Hosting Reclamation Leadership Team (RLT) member surname.
 4. Internal Conference Coordinator (ICC) for appropriate action.
 5. Director of Mission Support Organization (MSO) for appropriate action.
 6. External Conference Coordinator (ECC) for appropriate action. The remaining routing will then be added by the ECC.
- Externally-hosted:
 1. Directorate Conference Coordinator (DCC) under the External Conference Attendance Approving Official (ECAAO) places External Conference Coordinator (ECC) as addressee in DTS and surnames the package.
 2. ECAAO/Reclamation Leadership Team (RLT) member surname.
 3. External Conference Coordinator (ECC) for appropriate action. The remaining routing will then be added by the ECC.

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- Co-sponsored:
 1. Directorate Conference Coordinator (DCC) places External Conference Coordinator (ECC) as addressee in DTS and surnames the package.
 2. Reclamation Leadership Team (RLT) member surname.
 3. External Conference Coordinator (ECC) for appropriate action. The remaining routing will then be added by the ECC.

Waivers for Conferences with a Net Expense of \$500,000 or more:

A waiver request must be included in the conference package for any conference incurring net expenses of \$500,000 or more (See paragraph 5.A. of Reclamation Directives and Standards ADM 04-01).