

# 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: Sponsorship Approval for the *(Conference Title)* *(Date of Conference)*, *(City, State)*

- ☐ *(The name, date, and location of the conference;)*
- ☐ *(The name of sponsored entity/entities hosting the conference;)*
- ☐ *(The amount of the sponsorship;)*
- ☐ *(Any benefits and/or services provided in return for the sponsorship (e.g., free attendance by some number of attendees, logo posted on the website, free meals, etc.).)*

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- *A Bureau of Reclamation ethics official must be consulted regarding any benefits and/or services provided in return for sponsorship.);*
- ☐ *(The funding source; and*
  - *A detailed narrative how the sponsorship meets the criteria provided above;*
  - *why sponsorship is in the best interest of the Department and taxpayers*
  - *how the sponsorship is consistent with the purpose of the appropriation to be used; and*
  - *whether the Bureau or Office has previously sponsored conferences with hosting entity/entities.explaining:)*
- ☐ *(The Directorate Conference Coordinator will provide a copy of the approval to the sponsoring organization.)*

Please sign Attachment (X) approving our request.

If you have questions regarding this request, *(Point of Contact Name, e-mail, phone)* or *(Bureau Conference Coordinator name, e-mail, phone)*.

#### Attachments

cc: ASWS (ASWS Liaison, KRae)  
91-10000 (Commissioner EA, STorpey), 94-00000 (GPayne), 94-00000 (AShepet),  
96-00000 (JColeman, MMAucieri, DPalumbo)  
84-27000 (HMorrow, SDeMarco), 84-27430 (LGarcia, AHartman), 84-27430 (WHeersink acting,  
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 (JCarrington), CPN 1001 (LSwanson), CGB-100  
(EConant) CGB-105 (KOsborn)  
(w/att to each)