Department of Energy Acquisition Regulation	No. AL-2015-09 Date August 25, 2015

ACQUISITION LETTER

This Acquisition Letter is issued under the authority of the Senior Procurement Executives of DOE and NNSA

Subject: Conference Related Activities and Spending

References:

Deputy Secretary Memorandum of 8/17/15   Updated Guidance on Conference-Related Activities and Spending

When is this Acquisition Letter (AL) effective?

This AL is effective immediately upon issuance.

When does this AL expire?

This AL remains in effect until superseded or cancelled.

Who is the point of contact?

For DOE, contact Jason Taylor of the Contract and Financial Assistance Policy Division, Office of Policy at (202) 287-1560 or at Jason.Taylor@hq.doe.gov, or for NNSA, contact NNSA at (505) 845-4337.

Who is the intended audience?

Department of Energy (DOE) and National Nuclear Security Administration (NNSA) Contracting Officers.

What is the purpose?

The purpose of this AL is to transmit the memorandum of the Deputy Secretary, dated August 17, 2015 and provide implementation instructions.

What types of contracts are affected by this AL?

This AL applies to all DOE and NNSA solicitations and contract actions.

What Is the Background Of this AL?

Deputy Secretary Elizabeth Sherwood-Randall issued the memorandum entitled "Updated Guidance on Conference-Related Activities and Spending" on August 17, 2015 (Attachment 1 to this AL). The memorandum provides revised policies and procedures using a risk-based approach. The memorandum includes a model H clause for use in Department contracts.

What guidance is included in this AL?

In accordance with the Deputy Secretary memorandum, Contracting Officers must immediately incorporate the model H clause into their contracts (see Attachment 1 to the Deputy Secretary memorandum). The clause will be added to STRIPES in the near future.

Previous versions of this clause provided in Acquisition Letters dealing with annual appropriations acts (most recently, AL 2015-04) are now obsolete and should be removed.