



DATE: July 16, 2012

TO: Procurement Directors

From: 
Director
Contract and Financial Assistance Policy Division
Office of Policy
Office of Acquisition and Project Management

Subject: The Deputy Secretary's Memorandum on Reporting Conference Related Activities and Spending

Summary: On July 6, 2012, the Deputy Secretary issued a memorandum implementing a series of new policies and practices for conference sponsorship, hosting, and attendance that the Office of Management and Budget disseminated in its May 11, 2012, memorandum. The Deputy Secretary's memorandum is attached.

Contracting officers should pay particular attention to the fourth bullet on page. 2. It tasks them with not allowing any costs for conferences until specific approvals have been obtained. Additionally, they must inform contractors that Department of Energy (DOE) is not directing them to incur expenses to plan conferences and that DOE will not provide such direction or approval to incur costs unless the conference has been approved under the procedures discussed in the Deputy Secretary's memorandum.

This Flash will be available online at the following website:
<http://energy.gov/management/office-management/operational-management/procurement-and-acquisition/policy-flashes>.

Questions concerning this policy flash should be directed to Michael Righi, by phone at (202) 287-1337 or by email at michael.righi@hq.doe.gov.

Attachment