

November 9, 2011

MEMORANDUM TO: Those on the Attached List

FROM: R. W. Borchardt **/RA/**
Executive Director for Operations

SUBJECT: AGENCY-SPONSORED MEETING AND CONFERENCE
SPENDING

On September 21, 2011, the Office of Management and Budget (OMB) issued to agency heads a memorandum entitled "Eliminating Excess Conference Spending and Promoting Government Efficiency." This memorandum supports the President's Campaign to Cut Waste and identified a Department of Justice Office of Inspector General report that noted excessive funds were spent on a variety of purchases at 10 different law enforcement conferences. As a result, OMB has instructed agencies to conduct a thorough review of the policies and controls associated with conference-related activities and expenses and to report the results of their review to OMB by November 1, 2011.

The memorandum also states that until the Deputy Secretary or equivalent can certify that the appropriate policies and controls are in place to mitigate the risk of inappropriate spending on conferences, approval of conference-related activities and expenses shall be cleared through the Deputy Secretary or equivalent. The Deputy Secretary or equivalent at the U. S. Nuclear Regulatory Commission (NRC), for the purposes described in this memorandum, is the Executive Director for Operations.

Based on a near-term review of conference/meeting policies, procedures, and controls, and a sample of related expenses over the past 15 months, I have certified to OMB that sufficient controls are in place. Although not required by OMB, I am implementing additional controls to strengthen the NRC's oversight of its policies and expenditures related to conferences and meetings. Therefore, I am now requiring Office Directors (ODs) and Regional Administrators (RAs) to review requests to conduct off-site conferences or meetings that would involve appropriated funds and to review any meeting that will include the procurement of food or refreshments, as well as any meeting involving overnight lodging. ODs and RAs may not re-delegate this authority. Your approval to use appropriated funds for NRC-sponsored offsite conferences and meetings that provide food or refreshments, or that provide for overnight lodging, must be obtained prior to obligating the NRC for these expenses.

CONTACT: Wanda Jones, ADM/DAS
(301) 415-0635

Stephen Pool, ADM/DC
(301) 492-3618

However, ODs or RAs may re-delegate the approval of leasing offsite meeting and conference space that does not involve expenses for food, refreshments, or overnight lodging. Such re-delegation must be in writing and a copy must be sent to the Division of Administrative Services (DAS).

To facilitate your review, a Checklist for Conference Spending, containing a series of questions about the conference or meeting, is enclosed. Upon completion, the checklist shall be submitted to the DAS for further review. Checklists should be submitted to DAS at least 60 days prior to the event to ensure adequate lead time for identifying non-NRC space if appropriate.

In reviewing and approving requests for leasing offsite conference and meeting space, as well as other associated expenses, ODs and RAs shall be guided by the following existing policies and procedures:

- Prior to initiating an acquisition, whether via purchase card or commercial contract, ensure that suitable conference/meeting room space is not available within the agency by contacting Wanda Jones at (301) 415-6035 or by e-mail at wanda.jones@nrc.gov. RAs should establish a central point of contact for their regional office.
- If suitable NRC space is not available, you may use an office's Government purchase card to acquire offsite conference/meeting space that does not exceed \$3,000.
- For purchase card transactions, you must submit all commercial space agreements, including specifications, justification, and appropriate approval authority, as documented on the enclosed template, to the Office of Administration (ADM) for concurrence, at Mail Stop O2-A13 or by e-mail at wanda.jones@nrc.gov.
- If the total cost exceeds \$3,000, you must submit an NRC Form 400, "Request for Procurement Action (RFPA)," which includes all requirements and the names of potential vendors, to ADM, Division of Contracts, at Mail Stop TWB1-B26M.
- In accordance with appropriations law, you should generally not use appropriated funds for food or refreshments during meetings or conferences sponsored by the NRC, even when built into the price of the room. General guidance to assist with this matter is enclosed. You may obtain additional advice on the proper use of appropriated funds from the Office of the General Counsel, Mike Norris, at (301) 415-5441.

The newly established Portfolio Council will conduct a more thorough review of agency expenditures related to meetings and conferences for this area. The Portfolio Council should complete this review in the second quarter of fiscal year 2012. I will keep you informed of any

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policy changes and the implementation of additional controls that result from this review, as well as any new OMB guidance. Thank you in advance for your cooperation in ensuring that the NRC makes prudent use of its appropriated funds while ensuring that no improper uses take place.

Enclosures:

1. Checklist for Conference Spending
2. Payment of Meals and Refreshments by
the Government for NRC Employees

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Enclosures:

1. Checklist for Conference Spending
2. Payment of Meals and Refreshments by the Government for NRC Employees

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DATE	11/2/2011	11/2/2011	11/2/2011	11/3/2011	11/2/2011	11/3/2011
OFFICE	QTE	ADM: DD	ADM: D	DEDCM	EDO	
NAME	JDougherty	SStewart-Clark	KOGreene	DAsh	RWBorchardt	
DATE	11/3/2011	11/ 7/2011	11/7/2011	11/8/2011	11/9/2011	

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MEMORANDUM TO THOSE ON THE ATTACHED LIST DATED: 11/09/11

SUBJECT: AGENCY-SPONSORED MEETING AND CONFERENCE SPENDING

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Victor M. McCree, Regional Administrator, Region II	RidsRgn2MailCenter Resource
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