

**From:** [Mattingley, Joel](#)  
**To:** [Hudson, Sharon](#)  
**Subject:** FW: OMB 12-12 Conference Approvals  
**Date:** Friday, August 17, 2012 1:39:58 PM

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Sharon,

You may find the e-mail below helpful.

Thanks,

Joel

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**From:** Trybus, Chester  
**Sent:** Monday, May 21, 2012 3:07 PM  
**To:** Grancorvitz, Teresa  
**Cc:** Sanchez, Alba; Pelton, David; Mattingley, Joel; Golder, Jennifer  
**Subject:** FW: OMB 12-12 Conference Approvals

Teresa,

Alba is getting more definitive information on the conference and I will provide that to you ASAP.

FYI – additional info on this issue is contained in the emails below.

Please see the recommended information to be provided to Mike Weber.

Let me know if you have any questions.

Thank you for your assistance.

Chet Trybus  
415-6516

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**From:** Sanchez, Alba  
**Sent:** Monday, May 21, 2012 2:58 PM  
**To:** Trybus, Chester; Golder, Jennifer  
**Cc:** Pelton, David; Mattingley, Joel; Corbett, James  
**Subject:** RE: OMB 12-12 Conference Approvals

For this particular conference DC received a RFPA (commitment of funds) and the acquisition was synopsisized and competed in accordance with FAR. We were at the award phase when OMB 12-12 was issued. Based on the email and our conversation on this action DC will proceed with the award of the contract.

Thanks for your support.

Alba Sanchez  
Deputy Director

ADM/DC

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**From:** Trybus, Chester  
**Sent:** Monday, May 21, 2012 2:00 PM  
**To:** Golder, Jennifer  
**Cc:** Pelton, David; Mattingley, Joel; Sanchez, Alba  
**Subject:** RE: OMB 12-12 Conference Approvals

Jennifer,

I discussed this issue with David a few minutes ago. I also spoke with Alba Sanchez.

The section of OMB Memorandum 12-12 that appears to apply to this situation is as follows:

- **Initiate senior level review of all planned conferences** - Expanding upon the requirements of OMB Memorandum 11-35, agency Deputy Secretaries (or their equivalents) shall initiate review of planned spending for every upcoming conference that is to be sponsored or hosted by the agency (or by other Federal or non-Federal entities) where net conference expenses by the agency will exceed \$100,000. Agencies must ensure that the conference expenses and activities comply with the FTR directives and executive branch policies on conferences as well as the Federal Acquisition Regulation (FAR) requirements on contracting goods and services. **Until these reviews are completed, agencies shall suspend incurring obligations for conferences to which the agency has not yet committed.**

Both David and I thought that, per the highlighted sentence above, because the funds seem to have already been committed (I still need to double check with Alba that this has been done) this conference may not need to be reviewed.

However, it may be a good idea to conduct a review so as comply with the spirit of the OMB Memorandum.

Alba mentioned that the contract complies with FTR, FAR, etc.

I will let you know what I find out from Alba about the funds being committed.

Chet

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**From:** Golder, Jennifer  
**Sent:** Monday, May 21, 2012 12:48 PM  
**To:** Mattingley, Joel; Trybus, Chester; Kasputys, Clare  
**Cc:** Pelton, David  
**Subject:** FW: OMB 12-12 Conference Approvals

Your thoughts on below?

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**From:** Sanchez, Alba

**Sent:** Monday, May 21, 2012 12:44 PM  
**To:** Golder, Jennifer  
**Cc:** Corbett, James  
**Subject:** OMB 12-12 Conference Approvals

Jennifer,

I understand CFO has the lead for this action. We have sort of an urgent situation related to the impact of the new stated approvals on an existing acquisition. We have a commercial contract award action in DC ready for execution that now is caught in this new OMB 12-12 expanded approval guidance by OMB. RES has training scheduled for July 16. It was approved by the OD in accordance with EDO's memo dated 11/09/11 and has followed the competitive FAR requirements. RES is requesting award by May 23 in order for participants to plan travel and book related activities.

Need your advise as soon as possible on what is going to be guidance on implementation of new OMB conference approvals in order to proceed with this award (\$130K). Last November the EDO guidance delegated to the ODs and RAs to review and approve offsite conferences and meetings.

alba