

Boyer, Rachel

From: Kasputys, Clare
Sent: Monday, April 09, 2012 3:09 PM
To: Mamish, Nader; Corley, Cherrie; Kotzalas, Margie
Cc: Landau, Mindy; Brock, Kathryn; Weber, Michael; Virgilio - Disabled 5-4-2012 per 574504, Martin; Olive, Karen; Kasaskeris, Olga; Ash, Darren; Shay, Jason; Stewart, Sharon
Subject: RE: Guidance on conference and travel spending

I will just throw my two cents in here. I think before we ticket - - we should cite the policy and procedures on non-monetary awards (MD) any guidance from OGC etc. Also, we should consider whether we should address the purchases of items such as logo items that offices buy too.
Clare

From: Mamish, Nader
Sent: Monday, April 09, 2012 2:52 PM
To: Corley, Cherrie; Kotzalas, Margie
Cc: Landau, Mindy; Brock, Kathryn; Weber, Michael; Virgilio, Martin; Olive, Karen; Kasaskeris, Olga; Kasputys, Clare; Ash, Darren; Shay, Jason; Stewart, Sharon
Subject: RE: Guidance on conference and travel spending

Thanks. I think the actions listed below focused on conferences and mtgs ... However, I'm not sure they focused non-monetary awards such as pens, mugs, etc. Given that we previously ticketed the offices, and the current sensitivities, it seems to me that we should ticket ...

From: Corley, Cherrie
Sent: Monday, April 09, 2012 2:28 PM
To: Mamish, Nader; Kotzalas, Margie
Cc: Landau, Mindy; Brock, Kathryn; Weber, Michael; Virgilio, Martin; Olive, Karen; Kasaskeris, Olga; Kasputys, Clare; Ash, Darren; Shay, Jason; Stewart, Sharon
Subject: RE: Guidance on conference and travel spending

FYI, the agency has taken the following actions regarding OMB's M-11-35, dated 9/21/11 (referenced in OMB's email below):

1. **10/26/11**-G20110718 was ticketed to ADM to draft a response/letter to OMB for the CFO signature.
2. **11/1/11**-CFO signed out letter to OMB providing the results of NRC's review of policies and controls on conference-related activities and expenses (ML112770200).
3. **11/7/11**-ADM OD issued memo to EDO regarding agency-sponsored meeting and conference spending (ML113050549).
4. **11/9/11**-EDO signed out memo to senior management and enclosures "Checklist for conference spending" and "Payment of meals and reference by the government for NRC employees guidance" (ML113050549).
5. **1/10/12**-ADM issued YA-11-0004 "NRC Policy on Agency-Sponsored Meetings and Conferences", which provided links to OMB's letter (M-11-35) and ADM's web page with revised policy and associated correspondence.

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From: Mamish, Nader
Sent: Monday, April 09, 2012 12:34 PM
To: Kotzalas, Margie
Cc: Landau, Mindy; Brock, Kathryn; Weber, Michael; Virgilio, Martin; Olive, Karen; Corley, Cherrie; Kasaskeris, Olga; Kasputys, Clare
Subject: FW: Guidance on conference and travel spending

Not sure whether this applies to the NRC, but should we review/ticket the office(s) anyway given the sensitivities?

Thanks

From: Dyer, Jim
Sent: Monday, April 09, 2012 12:24 PM
To: Coggins, Angela; Dhir, Neha; Borchardt, Bill; Mamish, Nader; Ash, Darren; Greene, Kathryn; Stewart, Sharon
Cc: Brown, Milton; Mitchell, Reggie; Kaplan, Michele; Golder, Jennifer; Pelton, David
Subject: FW: Guidance on conference and travel spending

Followup in writing what was provided during OMB call on Thursday. Jim

From: CFOs and Deputy CFOs [<mailto:CFO-DCFO@LISTSERV.GSA.GOV>] **On Behalf Of** Werfel, Danny
Sent: Monday, April 09, 2012 12:00 PM
To: CFO-DCFO@LISTSERV.GSA.GOV
Subject: [CFO-DCFO] FW: Guidance on conference and travel spending

For your information, the below email was just sent out to your Deputy Secretaries and Chiefs of Staff

From: King, Colleen
Sent: Monday, April 09, 2012 11:58 AM
To: King, Colleen
Subject: Guidance on conference and travel spending

Dear Deputy Secretaries and Chiefs of Staff:

This note is to remind you of your responsibilities under OMB [Memorandum 11-35](#), "Eliminating Excess Conference Spending and Promoting Efficiency in Government." This memorandum instructed all agency Deputy Secretaries "to conduct a thorough review of the policies and controls associated with conference-related activities and expenses." In conducting such reviews and certifying that the appropriate policies and controls are in place, agencies must ensure compliance with both the [Federal Travel Regulation](#) (FTR), which implements statutory directives and executive branch policies related to travel and conferences, and the [Federal Acquisition Regulation](#) (FAR), which governs Federal contracting for goods or services to support travel and conference activities, including contracts for facilities and for training services.

Please contact OMB's Office of Federal Financial Management (202-395-3993) if you have questions regarding this issue.

Thank you,
Cabinet Affairs