U.S. Department of Energy
Washington, D.C.

ORDER

DOE 1130.7B

4-24-92

SUBJECT: DEPARTMENTAL CONFERENCE ACTIVITY

1. PURPOSE. To establish the policy, procedures, and responsibilities for the management and conduct of conferences within the Department of Energy (DOE).

2. CANCELLATION. DOE 1130.7A, DEPARTMENTAL CONFERENCE ACTIVITY, of 4-2-91.

3. APPLICATION TO CONTRACTS. The provisions of this Order are to be applied to covered contractors and they will apply to the extent implemented under a contract or other agreement. A covered contractor is a seller of supplies or services who has been awarded a management and operating (M&O) contract, and who is involved in sponsoring or co-sponsoring conferences covered by this Order. All paragraphs of this Order are to be applied to covered contractors except paragraph 11.

4. OBJECTIVE. To promote efficiency and effectiveness with respect to the management and conduct of conferences by reducing their number and cost to the minimum consistent with good management practices and mission accomplishment.

5. ASSISTANCE. Questions concerning this Order should be directed to the Systems Management and Evaluation Branch (AD-121), telephone number 202-586-6812.

6. POLICY.

   a. Conferences shall be planned with demonstrated concern for reducing Federal expenditures. Therefore, they shall be held only when they will make a substantial and cost-effective contribution to accomplishing the program mission or improved operation of the Department.

   b. All conferences that are subject to the Order shall be sponsored or co-sponsored by an appropriate DOE organization (including activities initiated or hosted by M&O contractors).

   c. Binding conference arrangements shall not be made prior to the necessary organizational approval. While tentative commitments may be made under extraordinary circumstances, efforts should be made to minimize funds used for planning a conference.

Vertical line denotes change.

CANCELED

DISTRIBUTION:
All Departmental Elements

INITIATED BY:
Office of Organization, Resources and Facilities Management

d. Tradition or past practices are not sufficient justifications for conducting a conference (i.e., annual conferences).

e. Conferences shall not be held at resort or recreational areas, unless that area is clearly the best suited for the conference considering the cost, attendance, transportation, and logistics as well as the purpose of the conference. (The Department does not automatically rule out a particular location as a conference site. However, in selecting a location, it is the responsibility of those who endorse the site and attendance levels to avoid, both in fact and in appearance, any impression that funds are being used to finance holidays or junkets for attendees.)

f. Departmental Elements shall not enter into any contract for conference support which may result in the supporting contractor performing a Government function (e.g., exercising discretionary authority and making final value judgments which affect the day-to-day or long-term development, execution, and evaluation of Government programs).

g. Conference sponsors and DOE attendees shall comply with applicable statutes and regulations on conflict of interest.

h. DOE-sponsored classified or sensitive conferences should not be held at commercial conference facilities. When a classified or sensitive conference must be held and there are no DOE secure facilities available, a normally unsecured DOE conference facility may be used provided the facility is subjected to a technical surveillance countermeasures (TSCM) service and the security integrity of the facility is maintained from the time the TSCM service is completed until the end of the conference. It is held prudent for all DOE or DOE contractor organizations to bear this information in mind when considering the need for secure facilities at their location.

CANCELED

7. REFERENCES. (See Attachment 1.)

8. DEFINITIONS.

a. Attendees are DOE and contractor employees requiring travel (other than local travel as defined in DOE 1500.2A) to attend or participate in a conference.

b. Administrative Conferences are those conferences where the subject area is not programmatic or mission required, but provide indirectly for programmatic accomplishment, e.g., ADP, security, and personnel management.

c. Conference Request comprises all documentation required for an adequate review of each proposed conference for compliance with policy.

d. Co-sponsor is a DOE organization having some financial responsibility and joint control over the conduct of a conference. This includes conferences that are covered by this Order and are initiated or hosted by M&O contractors.

e. Contractor Employee is an employee of a firm under contract with the Department, who attends or participates in conferences covered in this Order.

f. Domestic Conference is an assembly such as a meeting, workshop, seminar, or symposium, sponsored or co-sponsored by any Departmental Element and supported by DOE funds, not excluded in paragraph 9, which is held within the Continental United States (i.e., the contiguous lower 48 states).

g. Foreign Conference is an assembly such as a meeting, workshop, seminar, or symposium, sponsored or co-sponsored by any Departmental Element and supported by DOE funds, not excluded in paragraph 9, and is held outside the Continental United States. For the purposes of this Order, conferences held in Alaska, Hawaii, and U.S. island territories and possessions are considered foreign conferences.

h. Management and Operating Contractors are those conducting work pursuant to an M&O contract. An M&O contract means an agreement under which DOE contracts for the operation, maintenance, or support, on its behalf, of a Government-owned or -controlled, research, development, special production, or testing establishment wholly or principally devoted to one or more major programs of DOE.

i. Sponsor is a DOE organization having major financial responsibility and control over the conduct of a conference. This includes conferences that are covered by this Order and are initiated or hosted by M&O contractors.

CANCELED

9. EXCLUSIONS. This Order does not apply to DOE employees who attend a non-DOE funded conference. (See paragraph 12c for requests for exemptions.)

a. The following types of DOE activities are excluded from the procedural provisions of this Order:

(1) Formal, structured training programs (including seminars specifically held for training purposes) that have specific behavioral objectives identified to improve certain knowledge, skills, and abilities.

(2) Activities concerning work not funded by DOE that is conducted by M&O contractors.

Vertical line denotes change.

(3) Meetings requiring only local travel to attend and held in a DOE facility. (See DOE 1500.2A.)

(4) Advisory Committee meetings.

(5) Contract preproposal, bid opening, and negotiations.

(6) Public hearings and associated briefings.

(7) Audit, inspection, and investigative activities.

(8) Activities which are part of the accomplishment of an effort funded through financial assistance arrangements, such as a grant or cooperative agreement.

(9) DOE technical program/project reviews. (Technical reviews: (a) that are conducted by Departmental Elements solely for the purpose of reviewing the status or planning of projects, (b) that are required by a specifically assigned program responsibility, and (c) to which invited attendance consists of only DOE employees or DOE and DOE contractor employees, or employees of other agencies if joint program.)

b. Technical symposia, workshops, meetings, and seminars sponsored by M&O contractors are exempt from the procedures of this Order when these activities are related directly to the accomplishment of their specific assigned project/program responsibilities.

10. MANAGEMENT AND OPERATING CONTRACTOR CONFERENCE ACTIVITIES. Generally, M&O contractor conference activities are grouped into the following major categories:

a. Project/Program Related are those conference activities related directly to the accomplishment of specific assigned project/program responsibilities. These conferences are exempted from the procedures of this Order.

b. Agency Directed (Other than Project/Program Related) is any conference activity initiated at the direction or suggestion of a Departmental Element. These conferences are subject to all provisions of this Order.

c. Administrative conferences are those initiated or hosted (but not agency directed) by an M&O contractor, where the conference subject area is not programmatic or mission required, but provides indirectly for programmatic accomplishment, e.g., micrographics,

CANCELED

security, equal employment opportunity, ADP, budget development and execution, office automation, and personnel management. These conferences are subject to all provisions of this Order.

d. Non-DOE Funded Work for Others are those conference activities which are part of work being performed for a non-DOE entity. The cost of non-DOE funded work for others is to be borne with non-DOE funds and no direct or indirect DOE funds can be used. These conferences are exempted from all provisions of this Order.

11. RESPONSIBILITIES AND AUTHORITIES.

a. The Secretary shall:

(1) Approve all DOE- sponsored domestic conferences with a total estimated cost of $100,000 and above or 50 or more traveling DOE and/or contractor employees (including M&O contractor conference activities which are subject to the provisions of this Order, as shown in paragraphs 10b and 10c above), and all foreign conferences (both DOE-sponsored and co-sponsored) regardless of the total estimated cost and number of traveling DOE and/or contractor employees.

(2) Establish Departmental policy for the management of conference activities.

(3) Grant exemption to the provisions of this Order, as appropriate.

b. The Deputy Secretary or the Under Secretary shall concur (as appropriate, per SEN-l0G-92, of 4-10-92) in all DOE-sponsored domestic conferences with a total estimated cost of $100,000 and above or 50 or more traveling DOE and/or contractor employees (including M&O contractor conference activities which are subject to the provisions of this Order), and all foreign conferences (both DOE-sponsored and co-sponsored) regardless of the total estimated cost and number of traveling DOE and/or contractor employees.

c. Director of Administration and Human Resource Management (AD-l) shall:

(1) Concur in all DOE-sponsored domestic conferences with a total estimated cost of $100,000 and above or 50 or more traveling DOE and/or contractor employees

CANCELED

Vertical line denotes change.

(including M&O contractor conference activities which are subject to the provisions of this Order, and all foreign conferences (both DOE-sponsored and cosponsored) regardless of the total estimated cost and number of traveling DOE and/or contractor employees.

(2) Serve as the Departmental point of contact regarding policy decisions on the conduct of conferences.

(3) Promulgate policy and procedures to ensure that conferences are conducted in the most cost-effective manner.

d. Secretarial Officers shall:

(l) Approve DOE- sponsored domestic conferences with a total estimated cost below $100,000 or less than 50 traveling DOE and/or contractor employees (including M&O contractor conference activities which are subject to the provisions of this Order) that originate in their immediate offices or with any of their subelements, both at Headquarters and the field. This approval authority may not be redelegated.

(2) Ensure that conferences being held to support their missions and programs conform with the procedural requirements and policies of this Order.

(3) Coordinate with the Office of Domestic and International Energy Policy on all foreign conferences (both DOE-sponsored and cosponsored) regardless of the total estimated cost and number of traveling DOE and/or contractor employees.

(4) Coordinate with the Assistant Secretary for Congressional and Intergovernmental Affairs, and the Director of Public Affairs where conference decisions may have congressional, intergovernmental, press, or public affairs implications or effects.

(5) Ensure that in a procurement request package, for each procurement requiring the application of this Order, the following is included: identification of the Order; identification of the specific requirements with which a contractor or other awardee is to comply or, if this is not practicable, identification of the specific paragraphs or other portions of this Order with which a contractor or other awardee is to comply; and requirements for the flowdown of provisions of this Order to any subcontract or subaward. For application to awarded M&O contracts, this information may be set forth in a written communication to the contracting officer rather than in a procurement request package.

CANCELED

Vertical line denotes change.

(6) Ensure that proposed conferences do not duplicate conferences presented by others (i.e., DOE contractors or other non-DOE sources) that involve DOE funds. In addition, ensure to the extent possible that DOE-sponsored events do not duplicate private sector activities such as trade shows and similar productions.

(7) Ensure that conferences are held at locations accessible to disabled employees and that such individuals are provided special assistance to engage in conference activities.

(8) Ensure that advance written notification is provided to the Office of the Executive Secretariat (Attn.: Director of Special Projects, AD-3l) as soon as planning begins on all proposed DOE- sponsored conferences with planned expenditures of $50,000 or more, 25 or more DOE and/or contractor attendees, or any other conferences or meetings believed to be of interest to the Secretary (including M&O contractor conference activities which are subject to the provisions of this Order); and that written notification of changes is provided to AD-3l as soon as changes occur. The Office of the Executive Secretariat includes this information in a special section of the Secretary's Weekly Calendar of Events. (See Attachment 2 for required format.)

(9) Designate a point of contact with responsibility for assuring compliance with this Order and maintaining central files on all conference activities. Within 30 days of issuance of this Order, notify the Office of Organization, Resources and Facilities Management (AD-l0), by memorandum, of the designated point of contact.

12. PROCEDURES. The areas of concern outlined in Attachment 3 are provided as guidelines for determining approval of a proposed conference request.

a. Requests for Approval of DOE-Sponsored Domestic Conferences.

(l) Domestic conferences with a total estimated cost of $100,000 and above or 50 or more traveling DOE and/or contractor employees (including M&O contractor conference activities which are subject to the provisions of this Order) shall be:

(a) Prepared to satisfy the concerns identified in Attachment 3, using the conference request format contained in Attachment 4.

CANCELED

Vertical line denotes change.

(b) Submitted by Secretarial Officers to AD-1 for concurrence, at least 10 weeks prior to the proposed conference date, with a Summary Memorandum addressed to the Secretary for approval, through either the Deputy Secretary or the Under Secretary (as appropriate, per SEN-10G-92, of 4-10-92). (See Attachment 5 for Summary Memorandum format.)

(c) Forwarded by AD-l to the Office of the Executive Secretariat, at least 2 months prior to the proposed conference date, to process and submit to the Secretary for approval.

(2) Domestic conferences with a total estimated cost below $100,000 or less than 50 traveling DOE and/or contractor employees (including M&O contractor conference activities which are subject to the provisions of this Order) shall be:

(a) Prepared to satisfy the concerns identified in Attachment 3, using the conference request format contained in Attachment 4.

(b) Submitted to the cognizant Secretarial Officer for approval.

b. Requests for Approval of All DOE-Sponsored or Co-sponsored Foreign Conferences. Regardless of the total estimated cost and number of traveling DOE and/or contractor employees (including M&O contractor conference activities which are subject to the provisions of this Order), requests shall be:

(1) Prepared to satisfy the concerns identified in Attachment 3, using the conference request format contained in Attachment 4.

(2) Submitted by Secretarial Officers (after obtaining concurrence from the Office of Domestic and International Energy Policy) to AD-l for concurrence, at least 10 weeks prior to the proposed conference date, with a Summary Memorandum addressed to the Secretary for approval, through either the Deputy Secretary or the Under Secretary (as appropriate, per SEN-10G-92, of 4-10-92). (See Attachment 5 for Summary Memorandum format.)

(3) Forwarded by AD-l to the Office of the Executive Secretariat, at least 2 months prior to the proposed conference date, to process and submit to the Secretary for approval.

CANCELED

Vertical line denotes change.

c. Requests for Exemptions to this Order shall be submitted to the Secretary, through either the Deputy Secretary or Under Secretary (as appropriate, per SEN-l0G-92, of 4-10-92) for review on a case-by-case basis.

BY ORDER OF THE SECRETARY OF ENERGY:

DONALD W. PEARMAN, JR.
Acting Director
Administration and Human
Resource Management

CANCELED

Vertical line denotes change.

REFERENCES

1. DOE 1340.1A, MANAGEMENT OF PUBLIC COMMUNICATIONS PUBLICATIONS, AND SCIENTIFIC, TECHNICAL, AND ENGINEERING PUBLICATIONS, of 8-25-82, which prescribes policies, standards, and procedures for effective management of publications.

2. DOE 1350.1, AUDIOVISUAL AND EXHIBITS MANAGEMENT, of 10-28-81, which provides policy, responsibilities, and procedures for the management and control of all audiovisual productions and exhibits.

3. DOE 1500.2A, TRAVEL POLICY AND PROCEDURES, of 6-7-89, which establishes travel authorization policies and procedures, including charging of registration fees for internal DOE meetings.

4. DOE 1500.3, FOREIGN TRAVEL AUTHORIZATION, of 11-10-86, which establishes policy and procedures governing official and unofficial foreign travel.

5. DOE 4200.3C, MANAGEMENT OF SUPPORT SERVICES CONTRACT ACTIVITY, of 5-17-91, which provides policy, procedures, and responsibilities for the management of support services contracts.

6. DOE 5636.3A, TECHNICAL SURVEILLANCE COUNTERMEASURES PROGRAM, of 2-3-88, which provides policy for classified conferences.

CANCELED

Vertical line denotes change.

CONFERENCE NOTIFICATION

The Secretary wishes to be involved in the early planning of all DOE-sponsored conferences with planned expenditures of $50,000 or more, 25 or more DOE and/or contractor attendees, or any other conferences or meetings believed to be of interest to the Secretary (including M&O contractor conference activities which are subject to the provisions of this Order). Conference activities should be reported to the Office of the Executive Secretariat (Attn.: Director of Special Projects, AD-3l) as soon as planning begins. The Office of the Executive Secretariat includes this information in a special section of the Secretary's Weekly Calendar of Events. It is important that reporting offices provide written notification of changes to AD-3l as soon as changes occur.

Conference activities are to be reported to AD-3l via a memorandum which provides conference information in the following format:

Title:	(indicate proposed/established)
Purpose:	(briefly describe subject area)
Time frame:	(date(s) of conference)
Attendees:	(number of DOE employees/contractors)
Place:	(location, city and state)
Reported by:	(DOE organization, person and telephone number)
Date reported:	(date initially reported to AD-3l)
Status:	(current stage, changes since last report)

CANCELED

Vertical line denotes change.

CONCERNS THAT INFLUENCE APPROVAL FOR A CONFERENCE

AREAS OF CONCERN	REVIEW CONCERNS
Program Mission:	How is the conference related to the mission and goals of the organization? (Specifically, how essential is the conference to those goals and mission?)
Purpose and Objectives:	What is the nature of the conference activity?
	Are alternative means available for achieving the same expected results?
	Are there other conferences planned or scheduled with the same objectives? Could this conference be combined with another?
	If the conference is recurring, is the need for this one justified at this time?
Location:	Is conference location the most cost-effective? Is there a basis for criticism?
	Have cost comparisons of other locations been considered?
	Is location necessary to accomplish the conference goal (e.g., site visit to demonstrate research and development activity)?
	Is conference site reasonably central to the majority of participants to lessen travel costs?
	Is location the best suited for the conference considering the cost, attendance, and conference purpose?

CANCELED

CONCERNS THAT INFLUENCE APPROVAL FOR A CONFERENCE (CONTINUED)

AREAS OF CONCERN	REVIEW CONCERNS
Number of DOE/Contractor Employees:	Is the number of attendees necessary? Is there a basis for criticism? What is cost per participant? Who will attend and what role will each play (speaker, chairperson, complex subject requiring experts in several subareas, and so forth)? Can attendance be reduced without affecting the objective?
Expected Benefits:	What benefits will be derived from conducting this conference?
Support Contractor Performance:	What assignments will the contractor perform? Contractors are not to perform Government functions (e.g., exercising discretionary authority and making final value judgments which affect the day-to-day or long-term development, execution, and evaluation of Government programs).
Estimated Support Costs:	Are support costs (printing, mailing, graphics, travel expenses, conference facilities, honorariums, and so forth) reasonable or necessary?
Submission of Request:	Is conference scheduled with sufficient leadtimes for review and approval?

Vertical line denotes change.

CANCELED

CANCELED

FORMAT - CONFERENCE REQUEST

DATE OF REQUEST: (self -explanatory)

REQUESTED BY: (name/title of requesting official)

SPONSORING ORGANIZATION: (title of DOE organization or M&O contractor organization sponsoring the conference)

CO-SPONSORING ORGANIZATION: (title of DOE organization or M&O contractor organization co-sponsoring the conference, if applicable)

CONFERENCE TITLE: (formal title of conference)

CONFERENCE DATE: (proposed date(s) of the conference)

PURPOSE AND OBJECTIVE(S): (provide a description of the purpose of the conference and justification of and certification that the particular conference is essential to the program mission)

CONFERENCE LOCATION: (city and state where conference is planned to be held, or foreign location, if applicable)

RATIONALE FOR SELECTION OF CONFERENCE LOCATION: (provide a rationale and justification for site selection; a cost comparison of alternative sites considered (if location is not at a principal facility site of the sponsoring organization); and certification that the site selected is the most cost-effective considering costs such as travel, per diem, and conference logistics)

ESTIMATED COST BREAKDOWN: (provide applicable information)

TRAVEL AND PER DIEM COSTS		
DOE Employees (HQ):	$ XX,XXX	
DOE Employees (Field):	XX,XXX	
Contractor Employees (HQ):	XX,XXX	
Contractor Employees (Field):	XX,XXX	
Total DOE Travel Costs:	$ XXX,XXX	
OTHER EXPENSES		
Logistics:	$ XX,XXX	(facility arrangements)
Supplies & Support Equipment:	XX,XXX	(specify costs, e.g., materials, printing, etc.)
Other Costs:	XX,XXX	(specify, e.g., direct labor support and overhead)
Total Other Expenses:	$ XXX,XXX	
TOTAL ESTIMATED DOE COSTS:	$ XXX,XXX	
ESTIMATED COST RECOVERY REVENUE:	$ XX,XXX	(specify source, if applicable)
ESTIMATED CO-SPONSOR COSTS:	$ XX,XXX	(specify source, if applicable)

Vertical line denotes change.

FORMAT - CONFERENCE REQUEST (CONTINUED)

ESTIMATED TOTAL NUMBER OF CONFERENCE ATTENDEES:

	Traveling	Non-traveling
DOE Employees (HQ):	XX	XX
DOE Employees (Field):	XX	XX
Contractor Employees (HQ):	XX	XX
Contractor Employees (Field):	XX	XX
Others:	XX	XX
Total:	XXX	XXX

SUPPORT CONTRACTOR PERFORMANCE: (if applicable, specify support contractor who will provide support for the conference, and certify that the support contractor's performance meets the requirements of DOE 4200.3C)

IMPACT STATEMENT: (provide an impact statement if the conference is not approved)

POINT OF CONTACT FOR THE SPONSORING ORGANIZATION: (provide name and telephone number)

CANCELED

Vertical line denotes change.

FORMAT - SUMMARY MEMORANDUM
FOR DEPARTMENTAL CONFERENCE APPROVAL BY THE SECRETARY

DOE F 1325.28
(10-38)

United States Government **Department of Energy**

memorandum

ES-_____

Date: **SECRETARIAL ACTION REQUESTED BY:**

Orig. Office: (Routing Symbol; Surname of Originator: Phone)

Transmittal: ACTION: Approval of a Departmental Conference

To: The Secretary

Through: Deputy Secretary (or Under Secretary)

Issue: Approve a proposed conference for the Office of Xyz.

Timing: Proposed conference to be held (date).

Discussion: The Office of Xyz is planning to conduct a conference (date and location). (Briefly state the purpose and objectives of the conference.)

Secretarial action memoranda must have a communications plan attached; or if it is determined that such a plan is not necessary, the following sentence must be added: "This conference activity does not require the development of a communications plan."

Last paragraph must certify coordination with Naval Reactors. For example, if the conference has no relation to the Naval Nuclear Propulsion Program, the following must be added: "The attached information has no relation to the Naval Nuclear Propulsion Program. Naval Reactors concurrence is not required."

Recommendation: That you approve the proposed conference.

(signature by Secretarial Officer)
(name)
(title)

Attachment
Conference Request

APPROVED: _____

DISAPPROVED:_____

DATE: _____

Concurrence: AD- 1

Vertical line denotes change.

CANCELED