

FWS/DFM

Memorandum

To: Service Directorate

From: Assistant Director - Business Management and Operations

Subject: Exemption from Departmental Conference Planning Policy for Internal Meetings

Attached for your information is a copy of the May 21, 2002, approval from the Assistant Secretary for Fish and Wildlife and Parks to exempt the Service's internal meetings and conferences from the Department's policy on planning conferences provided the criteria established has been met.

For all other conferences, the Service must continue to follow the conference planning requirement as provided in the Service's December 3, 2001, memorandum when 30 or more attendees are involved.

If additional information is required, please contact Mazie Murphy, Branch of Fiscal Policy and WO Finance Activities, at (703) 358-1742, extension 5412.

Attachment



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240



In Reply Refer To:
FWS/DF

To: Assistant Secretary for Fish and Wildlife and Parks

From: Director *Steve Williams* MAY 13 2002

Subject: Exemption from Departmental Conference Planning Policy for Internal Meetings

The Department's Office of Financial Management issued a policy clarification for planning conferences and meetings. Financial Administration Memorandum (FAM) No. 2001-012, dated September 7, 2001 (copy attached) indicated that program Assistant Secretaries may exempt internal meetings from the formal conference planning process. The purpose of the clarification was to better distinguish routine meetings from those requiring formal conference planning and approval by the respective Assistant Secretary. Therefore, the Service submits the following request for approval.

The Service's policy is to keep the frequency, attendance, and costs of internal meetings to a minimum for the accomplishment of the Service's responsibilities. Internal meetings are held to improve communications, and develop consensus in the formulation and implementation of Service policy. These meetings may involve travel of 30 or more Service employees at a selected site. Before the new conference planning process became effective, these meetings were not defined as conferences and only required the approval of a member of the Service Directorate.

The Service is requesting blanket exemption from the conference planning requirement for internal meetings and conferences, when there are between 30 and 100 participants in attendance and the following criteria is met:

- The focus of the meeting is on internal FWS and/or Departmental matters,
- Attendees are from FWS, DOI, or few (if any) outside attendees,
- The requirements for conference-type facilities are minimal,
- The meeting does not require foreign travel, and
- Room rates are within the per diem rate.

For all conferences and/or meetings involving 30 or more attendees that do not meet these criteria, the Service will follow the conference planning requirement contained in Part 301-74 of the Federal Travel Regulations. This exemption will remain in effect until cancelled or revoked.

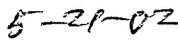
Questions regarding this matter may be addressed to Mazie Murphy, Division of Finance, at (703) 358-1742, extension 5412.

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Approved:



Assistant Secretary for Fish and Wildlife and Parks



Date

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