

Department of
Veterans Affairs

Memorandum

Date: **DEC - 5 2014**

From: Secretary (00)

Subj: Streamlined Conference Planning and Approval, Oversight, and Reporting Policies and Procedures (VAIQ 7551953)

To: Under Secretaries, Assistant Secretaries, and Other Key Officials

1. This memorandum notifies you of changes, effective immediately, to our conference policies and procedures. Subsequently, the Office of Management (OM) is revising Directive and Handbook 0632, "Conference Planning and Approval, Oversight, and Reporting," to reflect the significantly streamlined policies, roles, responsibilities, and major requirements applicable to Administrations and Staff Offices in the planning and execution of conferences.
2. Key updates in the revised Handbook include:
 - Annual Concept Plan is not required for internal conferences, since forecasting upcoming conferences is accomplished through quarterly reporting.
 - Senior Executive Service-level approval is not required for conferences under \$100,000.
 - Under Secretaries, Assistant Secretaries, and Other Key Officials may delegate approval of conferences under \$100,000.
 - The Deputy Secretary of Veterans Affairs may approve bundled requests for external conferences under \$500,000, conditional upon the identification of each conference, including related costs.
 - OM and VA Office of General Counsel review is not required on conference packages.
 - Under Secretaries, Assistant Secretaries, and Other Key Officials will submit conference requests directly to the Office of the Secretary of Veterans Affairs.
 - Under Secretaries, Assistant Secretaries, and Other Key Officials will identify purchase card holder(s) for each reportable conference.
 - Reporting to Congress and to VA Office of the Inspector General, as well as posting to www.VA.gov is hereby delegated to OM.
3. These changes to policies and procedures will significantly streamline procedures while maintaining conference execution compliance with all applicable statutes, regulations, and policies. Continued use of the Conference Oversight and Reporting Knowledgebase will maintain accountability and compliance with Office of Management and Budget and statutory requirements.
4. Thank you for your continued support as we transform conference and training event procedures to enhance accountability and oversight. If you have any questions, please contact Terry Riffel, Director, Financial Services Center, at (512) 460-5000.



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