



Department of Energy

Washington, DC 20585

February 1, 2006

MEMORANDUM FOR: FE DEPUTY ASSISTANT SECRETARIES, OFFICE DIRECTORS, AND FIELD DIRECTORS

FROM:

Jeffrey D. Jarrett

Assistant Secretary, Office of Fossil Energy

A handwritten signature in black ink, appearing to read "Jeffrey D. Jarrett".

SUBJECT:

Conference Management Procedures

To ensure Fossil Energy compliance with all Department of Energy policies and procedures, I am requesting that employees review the attached conference management requirements and be diligent in following all planning, approval, and reporting standards.

The DOE Order (110.3) on Conference Management (attached) sets minimum requirements for planning and approving a conference. The Office of Fossil Energy has set policies and procedures for conference involvement by the organization and employees that meet or exceed the DOE Order. In addition, the Office of the Deputy Secretary has stipulated that any conference for which a DOE organization is one of the sponsors will be reviewed by the appropriate Under Secretary and the Associate Deputy Secretary.

I want to stress that ASFE pre-approval is required for all meetings, including but not limited to program, project, and peer reviews; conferences designated in EPACT, project implementation plans, grants, or cooperative agreements; and meetings where FE will incur exhibitor expenses, allow use of DOE facilities, or provide in-kind services by employees or FE contractors.

Some types of meetings are exempt. However, exclusions are very limited. *Before* planning or announcing FE involvement in a meeting where people outside the agency are involved, check with the Headquarters FE Communications Office to see if prior ASFE approval is required.

I am confident that managers and employees will ensure DOE and Fossil Energy Conference Management policies and procedures are met. If you have any questions, please contact John Grasser, Director, Office of FE Communications (202-586-6503).

Attachments

