

Department of Commerce Conference Pre-Approval Matrix

THRESHOLD VALUE	Approval Thresholds for DOC HELD ONLY Conferences
<p style="text-align: center;">≥ \$500K <i>CFO/ASA Waiver Required</i></p> <p>Optics for Conferences ≥ \$500K</p> <p>Cost variance of 10% or greater for Conferences ≥ \$500K</p>	<p>Chief Financial Officer and Assistant Secretary for Administration (Signature required: Head of Bureau, Bureau Deputy Under Secretary, or equivalent) (OGC Review)</p>
<p style="text-align: center;">>\$200K<\$500K</p> <p>Optics for Conferences >\$200K<\$500K</p> <p>Cost variance of 10% or greater for Conferences >\$200K<\$500K</p>	<p>Deputy Chief Financial Officer and Director for Financial Management (Signature required: Head of Bureau, Bureau Deputy Under Secretary, or equivalent) (OGC Review)</p>
<p style="text-align: center;">Up to \$200K</p>	<p>Head of Bureaus, or Bureau Deputy Under Secretary, or equivalent (Signature required)</p>
<p>DOC ATTENDED ONLY Conferences</p>	
<p><i>All attended (Federal or Non-Federally-sponsored) conferences will not require pre-approval by the Department; therefore, a conference package does not require submission through the Department's pre-approval process. Bureaus will follow their internal process to manage this type of conference and associated cost. However, Bureaus must ensure conference spending is necessary and in-line with the guidance of OMB M-17-08 and M-12-12.</i></p>	