



Will the event be held in a USDA or other Federal facility?            Yes            No  
(To determine if the most cost effective choice was considered/selected)

Did the conference point of contact communicate search results from the [Federal Meeting Facilities](#) website regarding Federal space availability?

Yes            No

Provide sufficient justification for the location and facility selections. (Narrative description)

**Attendee Information:**

Total Attendees:

Sponsoring Agency Attendees/Participants:

Other USDA Attendees/Participants:

Other Federal Attendees/Participants:

Non-Federal Attendees/Participants:

The number of employees attending is appropriate to the purpose of the event and the mission of the agency. (Narrative justification)

The meeting location is in the vicinity where a majority of the attendees are located. The location is appropriate and justified and a prudent person would not think it as a waste of their tax dollars for this event in this location.

Yes            No

***If you did not choose a location in the vicinity of a majority of the attendees, provide sufficient justification for selecting a different location; also include an attendee cost detail spreadsheet for each of the three (3) locations considered (including in the vicinity of the majority of the attendees).***

Did you use the USDA Office of Homeland Security's *Event & Meeting Security Assessment Guide* to complete: (1) A Threat Assessment; (2) A Vulnerability Assessment; (3) A Consequence of Impact of Loss Statement; (4) A Risk Analysis; and (5) Risk Mitigation Measures?

Yes                      No

If not, please provide a justification as to why an assessment was not completed.

Do you have written documentation to support the completed Security Assessment (electronic or hard copy)? Supporting document(s) required to be submitted with request.

Yes                      No

How will the event help further the Agency's mission or the Department's strategic plan?  
(Narrative justification)

Is the event a "must-do" considering the limited budget of the agency? The information cannot be effectively shared through another means such as teleconferencing, video conferencing, webinars, or other alternative media tools. (Narrative justification)

Will a Federal contract be issued in conjunction with the event?      Yes                      No  
*(Copies of contracts must be maintained as part of the official request package)*

Vendors providing supplies or services for the conference were selected through a competitive contracting process. Conference requests involving a sole source contract or no contract must include additional justification. (Narrative description)

**Contract Details:**

Services to be provided:

Competition Type:

Justification for Other than Full and Open Competition:

Will Federal funds only be used for necessary and appropriate purposes and all conference expenses and activities will comply with the Federal Travel Regulation (FTR), the Federal Acquisition Regulation (FAR), the Agricultural Travel Regulation, and any other USDA requirements on lodging, food and beverages, per diem reimbursement, and contracting of goods and services.

Yes                  No

Will contributions be accepted from non-federal sources to defray the cost of the conference?

Yes                  No                  If Yes, then how much will be accepted? \$

If contributions will be accepted, a written Opinion from the Office of the General Counsel is required to be submitted with the request.

Yes                  No

**Promotional Materials:**

Please describe any promotional materials to be distributed and justify the usage of promotional materials.

**Attachments:**

Draft or previous year event agenda (*with specific information on how meals will be handled*)

Location Cost Comparison Worksheet (*properly completed*)

Attendee Cost Analysis spreadsheet (*Excel soft copy version*)

Conference Request Memorandum

**Reportable (check all that apply):**

USDA OCFO [*over \$7,000*]

USDA OIG [*over \$20,000*]