

**U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT
ICE Policy System**

DISTRIBUTION:	ICE
DIRECTIVE NO.:	2-10.0
ICE MAP NO.:	304:107:001
ISSUE DATE:	April 24, 2008
EFFECTIVE DATE:	April 24, 2008
REVIEW DATE:	April 24, 2011
SUPERSEDES:	See Section 3 Below.

DIRECTIVE TITLE: CONFERENCE PLANNING POLICY

1. **PURPOSE and SCOPE.** This Directive establishes U.S. Immigration and Customs Enforcement (ICE) policy regarding planning for conferences, and acquisition of conference facilities and associated services for the conduct of government-sponsored conferences. This applies to all ICE employees.
2. **AUTHORITIES/REFERENCES.**
 - 2.1. Principles of Federal Appropriations Law, Third Edition: Index and Table of Contents, September 2006, GAO-06-1059SP; Volume II, February 2006, GAO-06-382SP; and Volume I, January 2004, GAO-04-261SP.
 - 2.2. Federal Travel Regulation (FTR), Part 300-3—Glossary of Terms, Chapter 301—Temporary Duty (TDY) Travel Allowances, and Part 301-74—Conference Planning, and Appendix E www.gsa.gov/federaltravelregulation. (Codified at 41 C.F.R. 300 and 301).
 - 2.3. Federal Acquisition Regulation (FAR), http://www.access.gpo.gov/nara/cfr/waisidx_04/48cfrv1_04.html. (Codified at 48 C.F.R. 1).
 - 2.4. Government Employees Training Act, 5 U.S.C. §§ 4101, 4109, 4110.
 - 2.5. 5 C.F.R. § 410.404 – Determining if a conference is a training activity.
3. **SUPERSEDED/CANCELLED POLICY/SUMMARY OF CHANGES.** This is the originating and establishing Directive for ICE policy regarding the acquisition of conference facilities and associated services. This Directive sets forth the minimum requirements applicable to all ICE employees. Individual ICE offices may establish requirements and program policies that exceed the requirements set forth herein.

4. POLICY.

- 4.1. Only a warranted ICE Contracting Officer may negotiate and sign a contract or purchase order that binds the government in a contractual obligation. Under no circumstances may a Program Officer negotiate or sign a contract or agreement with a conference facility.
- 4.2. The attached ICE MAP #304.107.001 establishes required procedures for conference planning effectively and efficiently ICE-wide.
- 4.3. ICE will plan and conduct conferences to reduce the overall cost to the government, consistent with a determination that the conference contributes to the accomplishment of the mission of the ICE component.
- 4.4. ICE does not have statutory authority to collect registration fees for conferences, therefore, ICE-sponsored conferences should be fully funded by the sponsoring Program Office.
- 4.5. ICE Program Offices are required to follow FTR § 301-74.1 "Conference Planning." Part 301-74 and Appendix E provide guidance on a number of topics, including per diem, conference lodging allowances, cost comparisons, selection of facilities, reimbursements, and other cost considerations associated with planning a conference.
- 4.6. If ICE anticipates co-sponsoring a conference with another federal and/or foreign entity, it must contact the Office of Acquisition Management (OAQ) and the Office of the Principal Legal Advisor (OPLA) prior to beginning any planning effort or contacting any vendors. DHS has no legal authority to use funds to co-sponsor a conference with a private entity. The ICE Program Office shall provide information on its participation sufficient to determine if all statutory and regulatory requirements will be met.
- 4.7. ICE conferences should not be scheduled for the first quarter of a fiscal year and, to the maximum extent possible, should be held in the second half of the fiscal year. Conference proceedings should encompass at least eight hours if scheduled on a normal work day and at least six hours if scheduled on a Saturday, Sunday, or holiday for which travel or meal expenses are paid by the government.
- 4.8. Attendance at conferences should be closely scrutinized. When considering invitations to individuals from outside the organization, care should be taken to include only those who have a specific expertise and are to participate directly in the agenda.
- 4.9. A conference site should be selected which minimizes common carrier transportation expense, and results in lowest overall cost to the government if such expenses are being reimbursed to employees.
- 4.10. ICE will not reimburse for food or beverage expenses when attending routine meetings involving the daily operations of the government or business which is internal to DHS. ICE may not pay for the food and beverage expenses of non-federal government

participants at meetings.¹ Authorization for working meals requires concurrence by OPLA. Payment of food or beverage expenses at formal conferences is allowed only under the following circumstances:

- 1) For employees who are TDY while attending a conference, ICE may pay for food and beverage expenses.
 - a. Where light refreshments² are served, no deduction from an employee's Meals and Incidental Expenses reimbursement is required.
 - b. Where meals³ are served, an appropriate deduction from an employee's Meals and Incidental Expenses reimbursement is required.
 - 2) For conferences or training events held at the official duty station, ICE may pay for food and beverage expenses only where at least one of the following three conditions is met:
 - a. Where food and beverages are included (i) as a non-severable element of a training, conference, or meeting registration fee; or (ii) in a facility rental fee that is all-inclusive, not negotiable, and competitively priced in relation to facility fees that do not include food and beverages;
 - b. Where provision of the food or beverages is necessary to achieve the objectives of a training program;⁴ or
 - c. At a formal conference or meeting involving topical matters of general interest to government and non-government participants, and
 - i. the food or beverage expenses are incidental to the formal conference or meeting;
 - ii. employees are not free to take their meals elsewhere without missing essential formal discussions, lectures, or speeches; and
 - iii. the formal conference or meeting includes substantial functions that are separate from the provision of food or beverages.
- 4.11. When known in advance that certain meal(s) will be provided, the meal reimbursement should be reduced according to FTR 301-11.18.
- 4.12. All conferences must include an ethics component provided by the ICE Ethics Office and the Office of Professional Responsibility (OPR) must be offered an opportunity to speak at each conference.
- 4.13. ICE Program Offices shall prepare an annual (fiscal year) forecast of planned conferences. This forecast shall be provided to OAQ for review no later than September 1 of the fiscal year prior to that covered in the forecast.
5. **NO PRIVATE RIGHT STATEMENT.** This Directive is an internal policy statement of ICE. It is not intended to, and does not create any rights, privileges, or benefits,

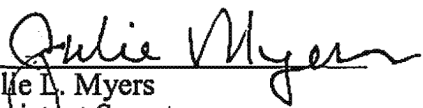
¹ This prohibition does not affect ICE's ability to issue invitational travel orders.

² For the definition of "light refreshments," see MAP #304:107:001

³ For the definition of "meals," see MAP #304:107:001.

⁴ A training program must meet the definition of a training program under 5 U.S.C. § 4101(4) and 5 C.F.R. § 410.404.

substantive or procedural, enforceable by any party against the United States; its departments, agencies, or other entities; its officers or employees; or any other person.

Approved 
Julie A. Myers
Assistant Secretary
U.S. Immigration and Customs Enforcement