

**Department of the Interior**  
**Bureau of Ocean Energy Management Manual**  
**Interim Policy Document**

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**Effective Date:** 01/16/2025

**Series:** Program

**Title:** Reception and Representation Expenses for Tribal Engagement

**IPD No.:** 2025-01

**Office of Primary Responsibility:** Office of Budget and Administration

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1. **Purpose.** The purpose of this Interim Policy Document (IPD) is to establish a formal process to execute the Official Reception and Representation (R&R) Expenses authorized by annual appropriations language as well as clarify the roles and responsibilities for those offices involved in implementing these processes and procedures.
2. **Scope.** The requirements in this IPD apply to all BOEM employees responsible for the expenditure and oversight of R&R funding for Tribal engagement.
3. **Objective.** The objective of the R&R funding is to ensure culturally appropriate reception items are available for government-to-government consultations and other Tribal engagements such as informational sessions, trainings, or existing gatherings.
4. **Authority.** Public Law 188-42, “Consolidated Appropriations Act, 2024,” dated March 8, 2024.
5. **Reference.** [BOEM Policy Memorandum 039, “Purchase Card Guidelines for Non-Monetary Awards, Light Refreshments, and Promotional Items \(Version 2\),” dated October 16, 2019.](#)
6. **Policy.**
  - A. BOEM will use the R&R authority provided by annual appropriations to enable the purchase of appropriate and reasonable reception items as necessary to support Tribal engagement and consultation activities, as further described herein. All other purchases will follow the Government Accountability Office (GAO) guidance regarding the proper use of appropriated funds for meals and light refreshments. The guidance can be found on the GAO website using the following link: <http://www.gao.gov/assets/600/590868.pdf>.
  - B. BOEM will use Official R&R Expenses for formal meetings that have a social and/or business purpose, or that are mixed ceremonial. Examples of Official R&R Expenses includes luncheons, costs of meals, or printed materials such as cards or envelopes for an official event. Official R&R Expenses cannot be used for travel purposes, to purchase items otherwise considered to be personal expenses, or the purchase of promotional items.

## 7. Responsibilities.

### A. Deputy Director.

- (1) Ensures that the objectives of this directive are met.
- (2) Approves all R&R Expenses for the Director's Office.

### B. Chief Financial Officer. Ensures all BOEM offices comply with this directive.

### C. Associate Directors/Regional Directors.

(1) Evaluate and approve all requests of culturally appropriate reception items submitted by Tribal liaisons.

- (2) Approve all purchase card requests submitted by the purchase card holder.

D. Tribal Liaison Officer. Provides guidance regarding culturally appropriate reception items and the R&R expenses process to Regional Tribal Liaisons.

### E. Regional Tribal Liaisons.

(1) Develop a list of regionally specific and culturally appropriate reception items for Tribal Nations, Alaska Native Claims Settlement Act Corporations, or the Native Hawaiian Community for use during Tribal consultations or engagements, informational sessions, trainings, or existing gatherings.

(2) Provide no less than 14 days' notice of upcoming purchase card request to the purchase card holder.

(3) Submit requests for approval to their respective Associate Director/Regional Director (Deputy Director approves for Director's Office) for purchase of items in paragraph E.1 above.

(a) Requests for approval should be submitted using [Purchase of Light Refreshments – Request for Approval](#) associated with [Policy Memorandum 039, "Purchase Card Guidelines for Non-Monetary Awards, Light Refreshments, and Promotional Items."](#) The additional notes section must include the following contact information for the vendor: business name, address, phone number, website, point of contact, and date of the event.

(b) The approval will be provided to the purchase card holder and approving official with the purchase receipt as supporting documentation after any Tribal consultations or engagements, informational sessions, trainings, or existing gatherings.

(4) Submits quarterly and end of fiscal year reports that summarize the purchases to the Budget Officer.

F. Purchase Card Holder. Follows the guidance found in [Policy Memorandum 039, “Purchase Card Guidelines for Non-Monetary Awards, Light Refreshments, and Promotional Items.”](#)

G. Budget Officer.

(1) Notifies all BOEM offices of the budgeted amount allocated for R&R expenses each fiscal year.

(2) Monitors approved expenses to ensure that BOEM does not exceed the authorized annual limit.

## 8. **Procedures.**

A. A detailed list of regionally specific and culturally appropriate reception items for all planned Tribal consultations or engagements, informational sessions, trainings, or existing gatherings will be prepared in advance by the Regional Tribal Liaison in consultation with the Tribal Liaison Officer. Planned actions shall not exceed amount authorized.

B. An itemized list will be submitted to the appropriate Associate Director/Regional Director (or Deputy Director for Director’s Office) for final approval.

C. The Regional Tribal Liaison will also submit the approved list of reception items to the purchase card holder no fewer than 14 days prior to the planned government-to-government consultations or Tribal engagements including informational sessions, trainings, or existing gatherings.

D. The purchase card holder will purchase the approved reception items, and their assigned approving official will approve the purchase card transaction.

E. The Budget Officer will be informed of the approved total reception items cost on a quarterly basis to ensure that BOEM does not exceed the authorized threshold.

F. Allocations consistent with the approved appropriations for this Official R&R Expenses fund type will be distributed by the BOEM Office of Budget and Administration pursuant to the Office of Management and Budget apportionment or other statutory authority.

9. **Cancellation.** This IPD will remain in effect until canceled or incorporated into the BOEM Manual.

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