



Department of Veterans Affairs

**RESPONSIBLE CONFERENCE EXECUTIVE (RCE)
POST-CONFERENCE CERTIFICATION FORM**

Must be completed and submitted to:

<https://vaww.fsccollaboration.fsc.va.gov/CTRO/SitePages/Home.aspx>

no later than 15 DAYS after final day of conference

Conference Planning, Execution and Oversight

CONFERENCE TITLE *(Must match title provided in Conference Packet and Final Conference Report)*

START DATE OF
CONFERENCE

END DATE OF
CONFERENCE

LOCATION OF CONFERENCE

NUMBER OF VA EMPLOYEES
ATTENDING CONFERENCE

SIGNATURE OF RESPONSIBLE CONFERENCE EXECUTIVE (RCE)

DATE

Note: This form serves to document all of the required information needed to comply with P.L. 113-6 § 3003 and P.L. 113-46 § 119. Specifically, the VA must report all the following information on all conferences greater than \$20,000 to the OIG within 15 days of the conference. Information required is: Dates of Conference, Location of Conference, and the Number of Employees attending the conference.

VA FORM **10089b**
JAN 2014