




Washington, D.C. 20530

APR 23 2015

MEMORANDUM FOR THE ACTING DEPUTY ATTORNEY GENERAL

FROM: Lee J. Lofthus  
Assistant Attorney General  
for Administration 

SUBJECT: DEA-01013: Drug Enforcement Administration's 2015 International Drug Enforcement Conference (IDEC) in Cartagena, Columbia (Revised)

PURPOSE: To obtain the Acting Deputy Attorney General's waiver for the Drug Enforcement Administration (DEA) International Drug Enforcement Conference

TIMETABLE: As soon as practicable.

SYNOPSIS: The DEA is requesting official approval to co-sponsor the 32nd International Drug Enforcement Conference (IDEC) in Cartagena, Columbia, from June 2-4, 2015, and seeks approval from the Acting Deputy Attorney General. The total estimated DOJ conference cost is \$761,811, with the remaining conference expenditures to be funded by the Columbian Government, co-host for IDEC. The DEA Administrator has certified that this event is compliant with all of the Departmental guidelines and controls on conferences and restrictions on non-essential spending. DEA indicates that the conference is in accordance with applicable policies, procedures, and sound financial management principles. The conference is essential to accomplishing the Department's core mission requirements.

Exceptional circumstances exist that justify this conference as the most cost-effective option to build international capacity, cooperation, and partnerships in support of the President's National Drug Control Strategy, DOJ's strategic goals and objectives, and the DEA's Strategic Plan. By building cooperative platforms and networks incrementally, the United States will generate greater collective action, joint cases, and common strategic approaches with our international partners to combat transnational criminal threats.

The annual DEA-led IDEC, which has been held annually for the past 31 years, is a major contributor to international cooperation and capacity building. The IDEC brings the top drug law enforcement leaders and senior investigators from over 100 nations to a single venue where yearly agendas are set for cooperation, intelligence sharing, and case prioritization. IDEC-the world's largest international drug law enforcement conference-has produced concrete results year after year. During the conferences, DEA and partner nations jointly develop plans to build greater law enforcement and investigatory capacity. In addition, host nation personnel and U.S. law enforcement exchange information on priority investigatory targets.

Nine U.S.-based DEA staff will attend, as well as 64 DEA staff stationed overseas. DEA will also pay for travel, lodging, and other costs for 134 foreign delegates.

DEA's costs for 2015 IDEC can be summarized as follows:

Lodging, airfare and meals for 73 DEA staff	\$262,121
Travel for foreign attendees	\$449,495
Conference meeting space	\$16,983
Refreshments	\$362
<u>Other Costs (visas, exit taxes and transportation)</u>	<u>\$32,850</u>
Estimated Total	\$761,811

The Justice Management Division (JMD) has reviewed the request for approval of this conference and determined that the conference costs are reasonable and, are within the Department's policy guidelines.

In accordance with the Office of Management and Budget's Memorandum, M-12-12, Promoting Efficient to Support Agency Operations, dated May 11, 2012, an agency shall not incur net expenses greater than \$500,000 from its own funds on a single conference, including conferences that are sponsored or hosted by the agency (or by other Federal or non-Federal entities). The agency head or delegated authority may provide a waiver from this policy if he or she determines that exceptional circumstances exist whereby spending in excess of \$500,000 on a single conference is the most cost-effective option to achieve a compelling purpose. The grounds for any such waiver must be documented in writing by the agency head. The DEA Administrator requests for Acting Deputy Attorney General waiver for Department expenditures over \$500,000 for this event.

RECOMMENDATION: JMD recommends that the Acting Deputy Attorney General approve the waiver for the conference with signature for approval on the attachment.

Attachment



**DEPARTMENT OF JUSTICE  
REQUEST FOR APPROVAL OF CONFERENCE**

**REQUESTER INFORMATION**

<b>Component:</b>	DEA - Drug Enforcement Administration	<b>JMD Tracking #:</b>	DEA-01013
<b>Name of Requester:</b>	William De Shazo	<b>Date of Request:</b>	4/22/2015
<b>Component Head Certification:</b>	Michele M. Leonhart	<b>Certification Date:</b>	4/21/2015
<b>Component Point of Contact:</b>	Eldon Girdner	<b>POC Phone #:</b>	202-307-7813

**OVERVIEW OF CONFERENCE**

**Title:** International Drug Enforcement Conference (IDEC)

<b>Start Date:</b> 6/2/2015	<b>End Date:</b> 6/4/2015	<b># of Conference Days:</b> 3
<b>Facility Name:</b> Cartagena Convention Center	<input checked="" type="checkbox"/> <b>Non-Federal Facility</b>	<input type="checkbox"/> <b>Federal Facility</b>
<b>City:</b> Cartagena	<b>State:</b> N/A - Outside US	<b>Country:</b> Colombia

**NUMBER OF ATTENDEES**

<b>Total:</b> 339	213 *	<b>DOJ:</b> 73	<b>Other Federal:</b> 12	<b>Other Non-Federal:</b> 254
-------------------	-------	----------------	--------------------------	-------------------------------

\* Travel costs paid for by DOJ

<b>REQUIREMENT FOR APPROVAL</b>	<b>Requested</b>	<b>Within Threshold</b>	<b>Exceeds Threshold</b>
<b>Total Conference Cost</b>	\$761,810.64		
<b>Predominantly Internal Conference Held in Non-Federal Facility</b>			
<b>Refreshments</b>	<b>X</b>		
<b>Cost of Meals Provided at Conference</b>			
<b>Space and Audio-visual Equipment and Services</b>	<b>X</b>	<b>X</b>	
<b>Logistical Conference Planner</b>			
<b>Programmatic Conference Planner</b>			

**COMPONENT PURPOSE / JUSTIFICATION FOR APPROVAL**

The DEA is requesting official approval to co-sponsor the 32nd International Drug Enforcement Conference (IDEC) in Cartagena, Columbia, from June 2-4, 2015, and seeks approval for a waiver from the Acting Deputy Attorney General. The total estimated DOJ conference cost is \$761,811, with the remaining conference expenditures to be funded by the Columbian Government, co-host for IDEC. Exceptional circumstances exist that justify this conference as the most cost-effective option to build international capacity, cooperation, and partnerships in support of the President's National Drug Control Strategy, DOJ's strategic goals and objectives, and the DEA 's Strategic Plan. By building cooperative platforms and networks incrementally, the United States will generate greater collective action, joint cases, and common strategic approaches with our international partners to combat transnational criminal threats. (See April 21st memorandum from DEA Administrator for additional information.)

**ADDITIONAL EXPLANATORY NOTES / INSTRUCTIONS**

The annual DEA-led IDEC, which has been held annually for the past 31 years, is a major contributor to international cooperation and capacity building. The IDEC brings the top drug law enforcement leaders and senior investigators from over 100 nations to a single venue where yearly agendas are set for cooperation, intelligence sharing, and case prioritization. IDEC, the world's largest international drug law enforcement conference, has produced concrete results year after year. During the conferences, DEA and partner nations jointly develop plans to build greater law enforcement and investigatory capacity. In addition, host nation personnel and U.S. law enforcement exchange information on priority investigatory targets.

DEA will be responsible for ensuring total DEA attendance and costs for this event do not exceed the estimate. No authority or approval is given for DOJ expenditures on partner or vendor events, receptions, or similar functions.

**APPROVALS**

JMD recommends that the Acting Attorney General approve the waiver for the conference. The conference costs are reasonable and within DOJ policy guidelines. *AT DOJ DIRECTION, DEA REDUCED COST & ATTENDANCE TO MINIMUM ESSENTIAL LEVELS. L.J.L.*

SIGNATURE: *Lee Lofthus 4/23/15* Concurring Component:  
Lee Lofthus DEA  
Assistant Attorney General for Administration

SIGNATURE: *Sally Yates 5/5/15* Concurring Component:  
Sally Yates none  
Acting Deputy Attorney General


- Approve
- Disapprove



Washington, D.C. 20530

MAY 4 2015

MEMORANDUM FOR THE ACTING DEPUTY ATTORNEY GENERAL

FROM: Lee J. Lofthus  
Assistant Attorney General  
for Administration 

SUBJECT: EOIR-01001: 2015 Executive Office for Immigration Review Annual  
Legal Training Program

PURPOSE: To obtain the Acting Deputy Attorney General's waiver to conduct  
conference for the 2015 Executive Office for Immigration Review (EOIR)  
Annual Legal Training Program

TIMETABLE: As soon as practicable.

SYNOPSIS: The EOIR is requesting a waiver to conduct Annual Legal Training  
Program in Arlington, VA, from August 3-6, 2015. The total estimated  
DOJ conference cost is \$752,045. The EOIR Director has certified that  
this event is compliant with all of the Departmental guidelines and  
controls on conferences and restrictions on non-essential spending. EOIR  
indicates that the conference is in accordance with applicable policies,  
procedures, and sound financial management principles. The conference  
is essential to accomplishing the Department's core mission requirements.

It is critical to EOIR's core mission to ensure that cases continue to be adjudicated fairly, expeditiously, and that the Nation's immigration laws be uniformly interpreted. This year's training is a joint effort of the Board of Immigration Appeals (BIA) and the Office of the Chief Immigration Judge (OCIJ). EOIR's practice is to conduct mandatory annual legal training for Immigration Judges, Board Members and Attorneys. EOIR has not held an agency-wide training for its legal staff since 2010, due to sequestration and budget constraints. Resuming this agency wide training is necessary for establishing a platform for policy discussions and meeting legal training requirements.

The Justice Management Division (JMD) has reviewed the request for approval of this conference and determined that the conference costs are reasonable. The conference space and AV costs exceed the DOJ standard limit (\$30.26/day versus the DOJ limit of \$25.00/day), but are reasonable given both the main ballroom space plus the need for eight (8) additional rooms for concurrent breakout sessions. The DOJ policy permits such exceptions and I support the exception in this case based on the size of the conference.

In accordance with the Office of Management and Budget's Memorandum, M-12-12, Promoting Efficient to Support Agency Operations, dated May 11, 2012, an agency shall not incur net expenses greater than \$500,000 from its own funds on a single conference, including conferences that are sponsored or hosted by the agency (or by other Federal or non-Federal entities). The agency head or delegated authority may provide a waiver from this policy if he or she determines that exceptional circumstances exist whereby spending in excess of \$500,000 on a single conference is the most cost-effective option to achieve a compelling purpose. The grounds for any such waiver must be documented in writing by the agency head. The EOIR Director requests the Acting Deputy Attorney General waiver for Department expenditures over \$500,000 for this event.

RECOMMENDATION: JMD recommends that the Acting Deputy Attorney General approve the waiver for the conference with signature for approval on the attachment.

Attachment



**DEPARTMENT OF JUSTICE  
REQUEST FOR APPROVAL OF CONFERENCE**

**REQUESTER INFORMATION**

<b>Component:</b>	EOIR - Executive Office for Immigration Review	<b>JMD Tracking #:</b>	EOIR-01001
<b>Name of Requester:</b>	Juan P. Osuna	<b>Date of Request:</b>	4/17/2015
<b>Component Head Certification:</b>	Juan P. Osuna	<b>Certification Date:</b>	4/8/2015
<b>Component Point of Contact:</b>	Wyevetra G Jordan	<b>POC Phone #:</b>	(703) 605-1730

**OVERVIEW OF CONFERENCE**

**Title:** 2015 Executive Office for Immigration Review Annual Legal Training Program

<b>Start Date:</b> 8/3/2015	<b>End Date:</b> 8/6/2015	<b># of Conference Days:</b> 4
<b>Facility Name:</b> Hyatt Regency Crystal City	<input checked="" type="checkbox"/> <b>Non-Federal Facility</b>	<input type="checkbox"/> <b>Federal Facility</b>
<b>City:</b> Arlington	<b>State:</b> Virginia	<b>Country:</b> United States (Continental)

**NUMBER OF ATTENDEES**

<b>Total:</b> 661	365 *	<b>DOJ:</b> 653	<b>Other Federal:</b> 0	<b>Other Non-Federal:</b> 8
-------------------	-------	-----------------	-------------------------	-----------------------------

\* Travel costs paid for by DOJ

<b>REQUIREMENT FOR APPROVAL</b>	<b>Requested</b>	<b>Within Threshold</b>	<b>Exceeds Threshold</b>
<b>Total Conference Cost</b>	\$752,045.00		
<b>Predominantly Internal Conference Held in Non-Federal Facility</b>	<b>X</b>		
<b>Refreshments</b>			
<b>Cost of Meals Provided at Conference</b>			
<b>Space and Audio-visual Equipment and Services</b>	<b>X</b>		<b>X</b>
<b>Logistical Conference Planner</b>			
<b>Programmatic Conference Planner</b>			

**COMPONENT PURPOSE / JUSTIFICATION FOR APPROVAL**

It is critical to EOIR's core mission to ensure that cases continue to be adjudicated fairly, expeditiously, and that the Nation's immigration laws be uniformly interpreted. This year's training is a joint effort of the Board of Immigration Appeals (BIA) and the Office of the Chief Immigration Judge (OCIJ). EOIR's practice is to conduct mandatory annual legal training for Immigration Judges, Board Members and Attorneys. EOIR has not held an agency-wide training for its legal staff since 2010, due to sequestration and budget constraints. Resuming this agency wide training is necessary for establishing a platform for policy discussions and meeting legal training requirements.

**ADDITIONAL EXPLANATORY NOTES / INSTRUCTIONS**

This conference was approved in FY14, but later cancelled. Previous approval enclosed.

A thorough survey of federal facilities was conducted and there were no federal facilities able to host the training on the required date; nor was there a federal facility with the ability to accommodate the estimated 661 participants and multiple sessions within the Washington, D.C. metropolitan area. Since no federal facility was located, a hotel market survey was conducted, and a hotel was selected that met our program requirements, to include, adequate training space and accommodations. The training event will last 3 1/2 days. The training requires the use of a plenary room and eight breakout rooms to accommodate the training as well as Director's meetings, emergency hearings as necessary, and administrative staff support.

**Travel Cost Breakdown:**

M&IE: 4.5 days\*\$71\*350 people = \$111,825 (presenters/speakers will not be reimbursed per diem)

Lodging: 4 days\*\$162\*365 people = \$236,520 (presenters/speakers plus employees in travel status)

Common Carrier: \$700\*365 people = \$255,500 (presenters/speakers plus employees in travel status)

Local Transportation: \$40,000 (estimated value to include parking, car rentals, taxi, and public transportation (metro & bus) for an estimated 661 participants)

**APPROVALS**

JMD recommends that the Acting Deputy Attorney General approve the waiver to conduct the conference. The conference costs exceed the threshold for conference space and AV, but are reasonable and within DOJ policy guidelines based on the size of the conference.

*GA 4/27/15 JS 4/28/15*  
SIGNATURE: \_\_\_\_\_

Lee Lofthus  
Assistant Attorney General for Administration

*5/4/15*  
Concurring Component:  
none

SIGNATURE: \_\_\_\_\_

Sally Quillian Yates  
Acting Deputy Attorney General

*5/12/2015*  
Concurring Component:  
none

- Approve
- Disapprove






APR 3 2015

Washington, D.C. 20530

MEMORANDUM FOR THE ACTING DEPUTY ATTORNEY GENERAL

FROM: Lee J. Lofthus  
Assistant Attorney General  
for Administration 

SUBJECT: FBI-01070: Certified Public Accountants Mandatory Recertification Course

PURPOSE: To obtain the Acting Deputy Attorney General's approval of the Federal Bureau of Investigation (FBI) Certified Public Accountants Mandatory Recertification Course

TIMETABLE: As soon as practicable.

SYNOPSIS: The purpose of the Certified Public Accountants Course is to provide 40 hours of Continuing Professional Education to CPAs who maintain active state licenses. FBI's Associate Deputy Director has certified that this event is compliant with all of the Departmental guidelines and controls on conferences and restrictions on non-essential spending. The conference is in accordance with applicable policies, procedures, and sound financial management principles. The conference is essential to accomplishing the Department's core mission requirements.

The Justice Management Division (JMD) has reviewed the request for approval of this conference and determined that the conference costs are reasonable and, are within the Department's policy guidelines.

In accordance with the Office of Management and Budget's Memorandum, M-12-12, "*Promoting Efficient Spending to Support Agency Operations*," dated May 11, 2012, and DOJ Policy Statement 1400.01 "Planning, Approving, Attending, and Reporting Conferences" this is to request Deputy Attorney General approval for Department expenditures over \$100,000 for this event.

RECOMMENDATION: JMD recommends that the Acting Deputy Attorney General approve the conference with signature for approval on the attachment.

Attachment

**DEPARTMENT OF JUSTICE  
REQUEST FOR APPROVAL OF CONFERENCE**

**REQUESTER INFORMATION**

<b>Component:</b>	FBI - Federal Bureau of Investigation	<b>JMD Tracking #:</b>	FBI-01070
<b>Name of Requester:</b>	Zachury Farkas	<b>Date of Request:</b>	3/26/2015
<b>Component Head Certification:</b>	Kevin L Perkins	<b>Certification Date:</b>	3/17/2015
<b>Component Point of Contact:</b>	Nanci Downey	<b>POC Phone #:</b>	202-324-8366

**OVERVIEW OF CONFERENCE**

<b>Title:</b> Certified Public Accountants Mandatory Recertification Course			
<b>Start Date:</b> 7/13/2015	<b>End Date:</b> 7/17/2015	<b># of Conference Days:</b> 5	
<b>Facility Name:</b> Sheraton Kansas City	<input checked="" type="checkbox"/> <b>Non-Federal Facility</b>	<input type="checkbox"/> <b>Federal Facility</b>	
<b>City:</b> Kansas City	<b>State:</b> Missouri	<b>Country:</b> United States (Continental)	
<b>NUMBER OF ATTENDEES</b>			
<b>Total:</b> 391 333 *	<b>DOJ:</b> 363	<b>Other Federal:</b> 0	<b>Other Non-Federal:</b> 28

\* Travel costs paid for by DOJ

<b>REQUIREMENT FOR APPROVAL</b>	<b>Requested</b>	<b>Within Threshold</b>	<b>Exceeds Threshold</b>
<b>Total Conference Cost</b>	\$474,633.50		
<b>Predominantly Internal Conference Held in Non-Federal Facility</b>	<b>X</b>		
<b>Refreshments</b>			
<b>Cost of Meals Provided at Conference</b>			
<b>Space and Audio-visual Equipment and Services</b>	<b>X</b>	<b>X</b>	
<b>Logistical Conference Planner</b>			
<b>Programmatic Conference Planner</b>			



**COMPONENT PURPOSE / JUSTIFICATION FOR APPROVAL**

The purpose of the Certified Public Accountants Course is to provide 40 hours of Continuing Professional Education to CPAs who maintain active state licenses.

**ADDITIONAL EXPLANATORY NOTES / INSTRUCTIONS**

Attendees will depart on 7/17/15.

*ALL COSTS w/I GSA STANDARD Rates*

**APPROVALS**

JMD recommends that the Acting Deputy Attorney General approve the conference. The conference costs are reasonable and within DOJ policy guidelines.

*3/23/15*  
*[Signature]*

SIGNATURE: *[Signature]*  
Lee Lofthus  
Assistant Attorney General for Administration

Concurring Component:  
none

*[Signature]* 4-16-15

SIGNATURE: \_\_\_\_\_  
Sally Quillian Yates  
Acting Deputy Attorney General

Concurring Component:  
none

Approve  
 Disapprove