



U. S. Department of Justice

Office of the Deputy Attorney General

The Deputy Attorney General

Washington, D.C. 20530

October 5, 2011

MEMORANDUM FOR HEADS OF DEPARTMENT COMPONENTS

FROM: James M. Cole 
Deputy Attorney General

SUBJECT: Continued Restrictions on Non-Essential Spending

On January 21, 2011, the Attorney General announced a Department-wide hiring freeze and also directed that components suspend all non-essential travel, training, and conferences for the duration of FY 2011. He also directed that other expenditures across the board be held to only essential needs. This memorandum announces that the restrictions from FY 2011 will continue for FY 2012, including limiting expenditures to essential needs.

Consistent with this guidance, components must limit travel, training, conferences, and conference attendance to that which is essential to accomplishing our core mission requirements. For conferences, use video conferencing where feasible. Use event planners only in exceptional circumstances, when they are critically necessary. Keep other costs to a minimum as well, including working meals. Do not purchase refreshments unless the location does not allow for attendees to obtain refreshments on their own, or when doing so would greatly disrupt the conference schedule. If you provide refreshments, you must not serve them more than once a day and you must adhere to the dollar limits established in Justice Management Division Policy & Procedures Bulletin 08-08. Suspend purchases of all trinkets, including logo-supplies, logo-portfolios, "message-related" items, clothing, etc., until further notice (this applies to conference-related purchases and those that are not associated with a conference). Finally, limit other spending, such as information technology projects, vehicle replacement, employee permanent change-of-station moves, equipment, supplies, and contracts, only to essential needs.

In the coming weeks my office will be looking at additional areas in which the Department can achieve savings, particularly through better economies of scale in our bulk purchasing across components and more effective delivery of enterprise/commodity IT services. We look forward to working with you in these areas, and we welcome your ideas for further savings opportunities.

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The restrictions in this memorandum apply regardless of funding source, but they do not apply to the use of Representation Funds. Refer to DOJ Order 2110.31B for guidelines on the use of Representation Funds.

Thank you for ensuring that our scarce resources in FY 2012 are devoted to fulfilling our extraordinary mission responsibilities and supporting our skilled and dedicated staff.